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Government of West Bengal

Report of the Pay Committee,
Government of West Bengal
1960-61



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Government of West Bengal
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PART I
General Considerations

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Report of the Pay Committee, Government of West Bengal, 1960-61

TO THE SECRETARY TO THE GOVERNMENT OF WEST BENGAL,
FINANCE DEPARTMENT.

We, having been appointed a Committee—

- (a) to examine the principles which should govern the structure of emoluments of all employees under the rule-making control of the State Government,
- (b) to recommend—
 - (i) what changes in the emoluments of such employees are desirable and feasible, and
 - (ii) the extent to which benefits may be given to the employees in the shape of amenities,

having regard to such relevant factors as the availability of various categories of personnel, present finances of the State, the prevailing economic conditions, etc., and also

- (c) to explore the possibility of meeting a part of the cost of implementing our recommendations by effecting economy in Government expenditure without impairing efficiency,

submit the following Report.

CHAPTER I

Introductory

We were appointed by the Government of West Bengal, Finance Department, Resolution No. 3938-F, dated the 17th November 1959 (*vide* Appendix "A"). After organising an office and securing some accommodation for it, we held our first meeting on 4th and 5th January 1960. At this meeting we discussed the plan and procedure to be followed by us and prepared a 91-point Questionnaire to elicit detailed information and views on points relevant to our subjects of enquiry. A copy of the Questionnaire will be found in Appendix "B". We also decided that a demi-official letter should be addressed to each Departmental Secretary (including each Joint Secretary-in-Charge of Department), and each Head of Department inviting his specific recommendation regarding scale of pay of each and every post and service under his administrative control. A copy of the demi-official letter will be found in Appendix "C".

2. The Questionnaire was issued on 9th January 1960 and circulated amongst all Secretariat Departments and Heads of Departments direct. Spare copies of the Questionnaire were also forwarded to the Heads of Departments for circulation amongst all subordinate offices under their administrative control. Copies of the Questionnaire were at the same time forwarded to all recognised Associations of Government employees, all Members of the Legislative Assembly, Members of the Legislative Council and Members of the Parliament from West Bengal, Political Parties represented in the State Legislature, Universities in West Bengal, some important Local Bodies, Chambers of Commerce, leading newspapers, and some important personalities (including prominent Economists). We also issued a Press Note inviting views from the public. The last date of submission of the replies to the Questionnaire was fixed on 15th April 1960.

3. Apprehending that there might be delay in the receipt of factual data regarding staff and other allied matters from the different Government Departments and offices, we decided to send round our own Investigating Staff from office to office all over the State to help them in preparation of replies to Questionnaire and also to collect directly from them such statistics as they could furnish and as would be helpful to our enquiry.

4. The replies from Government Departments were slow to come. By the target date only a few replies were received. We issued several reminders from time to time. At our request, the Chief Minister had more than one reminder issued through his own Secretariat. We got the replies from all the Secretariat Departments by January 1961. As many as 182 different Government offices outside the Secretariat also replied to our Questionnaire.

There are in all 44 recognised Associations of Government employees and we had sent our Questionnaire to all of them. As many as 39 Associations out of 44 replied to our Questionnaire. Some of them submitted detailed Memoranda also. The last reply from an Association was received on 30th November 1960.

Two of the important Political Parties, Bengal Chamber of Commerce, Universities of Calcutta and Jadavpur, the Commissioners for the Port of Calcutta, a few leading citizens and a few well-known Economists were good enough to give us the benefit of their views.

5. We scrutinised the replies as they came. After completing the scrutiny of all the replies received by us, we started taking oral evidence on and from 25th January 1961. We examined the representatives of all recognised Associations of Government employees who had submitted replies to our Questionnaire and all Departmental Secretaries and Heads of Departments who had signified their willingness to appear before the Committee. We also examined the representatives of the Communist Party of India, West Bengal, the Proja Socialist Party, West Bengal, and some prominent Economists, who were good enough to discuss the matter with us. Last of all we examined the Chief Minister on 17th April 1961. A list of the Associations and other gentlemen, officials and non-officials, interviewed by us will be found in Appendix "D". In all, we had 26 sittings. We give below a brief time table of our programme of work which we have just completed:

First meeting held—4th January 1960.

Questionnaire issued—9th January 1960.

Last reply to Questionnaire received from a Secretariat Department—January 1961.

Oral evidence begins—25th January 1961.

Oral evidence ends—17th April 1961.

Report submitted to Government—4th August 1961.

6. It is possible that in spite of our best efforts to make our Report as exhaustive and as accurate as possible, there may be some omissions or inaccuracies. Such omissions or inaccuracies, if any, may on detection be kindly brought to the notice of Government. Government will be able, we hope, to take appropriate decision in such cases on the basis of the principles underlying our recommendations.

7. According to the terms of reference, our enquiry is restricted to employees under the rule-making control of the State Government. We have not, therefore, examined the cases of the employees of autonomous

bodies like the Calcutta State Transport Corporation, Durgapur Industries Board, State Electricity Board, etc. We enquired of Government if we were expected to take up the establishments under the High Court or in the Secretariat of the Legislature. No decision of Government in respect of the High Court Establishment was received by us. In respect of the Secretariat of the Legislature, Government communicated their decision that we could take up the matter and requested the Secretariat of the Legislature to send us the necessary data. The Secretariat of the Legislature did not, however, furnish the data. We have not, therefore, been able to make any recommendation regarding the pay scales of the staff of the Assembly and Council Secretariat and of the High Court.

8. We have been assisted in our work by Shri P. Banerjee, who acted as Secretary to the Committee in addition to his duties as Special Officer and ex-officio Deputy Secretary to Government in the Finance Department, two part-time Assistant Secretaries—(1) Shri S. K. Das Gupta, w.b.c.s., ✓ Financial Adviser, Department of Food, Relief and Supplies, and (2) Shri A. C. Banerjee, Assistant Secretary, Finance Department, Government of West Bengal,—and a staff consisting of a number of assistants with (1) Shri D. L. Guha, as Senior Head Assistant, and (2) Shri P. G. Pandey, as Junior Head Assistant. The office worked as a team under the able guidance of the Secretary. We would like to place on record our high appreciation of the experience and devotion to duty which each member of the team brought to bear on his work. The ability and promptness with which the Secretary arranged to collect voluminous material and analysed and placed it before us was particularly helpful to us.

9. In conclusion, we take this opportunity to convey our sincere thanks to all those officials and non-officials who very kindly extended their co-operation to us in various ways.

CHAPTER 2

Historical Background

The first attempt at evolving suitable time-scales of pay for the State Government employees was made after the First World War. Prior to that, graded rates of pay were generally in vogue.

The rise in the prices of essential commodities due to the conditions created by the First World War provided the immediate occasion for a general revision of pay under Government. Government accordingly appointed a Committee in 1920 (generally known as the McAlpin Committee) to make recommendations in the matter in regard to the Clerical and the Inferior staff. The Committee, in their recommendations, suggested replacement of the graded rates of pay by regular time-scales. They also recommended suitable increases in pay, the percentage of such increases being generally higher in the lower groups than in the upper.

For the other services or posts—Gazetted and Subordinate—each case was examined by Government on its merits and appropriate increases sanctioned.

2. In 1930-31 there was a general economic depression, resulting in reduction of the prices of essential commodities and also in recurrent budget deficits. Government decided that all pays subject to their rule-making control should be examined with a view to their reduction and passed, as an ad interim measure, what are generally known as "the 15 per cent. cut orders." These orders laid down, with certain exceptions, that all new appointments would be made on a provisional basis and would carry pay at the then current rates less 15 per cent.

Government in the meantime appointed a Retrenchment Committee and on their recommendations reduced the pay scales of all employees with effect from 1st April 1934 by applying a graded series of percentage cuts to the averages of the existing scales and then arranging the new scales around the diminished averages. The revised scales so decided were made applicable to all Government servants entering service after 21st July 1931. Thus, there were two sets of scales after 1934—one applying to those who entered service on or before 21st July 1931 and the other to those entering service after 21st July 1931.

3. The scales of pay sanctioned in 1934 proved inadequate in the conditions created by the Second World War. As prices rose, Government with a view to mitigate hardship of the Government servants, sanctioned from time to time suitable increases in emoluments in the shape of—

- (a) Dearness Allowance, its rates and coverage being increased from time to time with the continued rise in the prices of essential commodities; and
- (b) Ad interim increases in pay—one from 1st April 1946 for all members of the Subordinate Executive staff in the Jails and Police Establishments (irrespective of their pay) and for other Government servants on pay below Rs.175, and the second from 1st January 1947 for all employees (including those entitled to the first increase) on pay up to Rs.485 with marginal adjustment up to Rs.500.

Government also supplied since 1943 foodstuffs at concessional rates to all Government servants drawing pay up to Rs.300 per month. This was gradually replaced by a Cash Allowance in lieu of subsidised food.

4. In 1950 there was another general revision to bring the pay scales in line with the then prevailing economic conditions. In this revision, the ad interim increases in pay were merged in the new scales, but the Dearness Allowance and the Cash Allowance continued to form separate components as before; the number of pay scales was also reduced considerably.

5. Since the last general revision in 1950, pay scales of some services and posts have been further revised on individual consideration. Government also received numerous representations for revising the pay scales of all other services and posts under their control. This led the State Government to appoint the present Pay Committee.

CHAPTER 3

The Problem and Our Approach

Some General Observations

The problem of recruitment of the right quality and number of persons for Government employment has become acute in recent years on account of several factors. These factors relate partly to the supply of personnel from the educational institutions, partly to the training of freshly recruited personnel and partly to the expansion of Governmental activities requiring employees for varied types of work. We have examined facts relating to different aspects of the problem and we place some of these regarding the supply at the beginning.

2. The following tables show the number of candidates who appeared at the Matriculation or the School Final Examination held in the State since 1920 at intervals of ten years, together with their results:

TABLE I

Year.	Number of candidates appeared.	Number of candidates passed in First Division.	Number of candidates passed in Second Division.	Number of candidates passed in Third Division.	Total number of candidates passed.	Number of candidates who failed.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Matriculation Examination of Calcutta University							
1920 ..	17,563 (100%)	5,595 (31·85%)	5,247 (29·87%)	921 (5·24%)	11,763 (66·96%)	5,800 (33·04%)	
1930 ..	16,547 (100%)	4,132 (24·99%)	4,911 (29·67%)	1,261 (7·62%)	10,304 (62·28%)	6,243 (37·72%)	
1940 ..	25,036 (100%)	2,073 (8·28%)	3,855 (15·39%)	8,124 (32·44%)	14,052 (56·11%)	10,984 (43·89%)	
1950 ..	38,016 (100%)	14,280 (37·5%)	23,736 (62·50%)	
School Final Examination of Board of Secondary Education, West Bengal							
1960 ..	100,820	855	10,604	21,507	32,980	..	
Higher Secondary Examination of the Board of Secondary Education, West Bengal							
1960 ..	10,061	499	3,155	2,706	6,360	..	
	110,881 (100%)	1,354 (1·22%)	13,759 (12·4%)	24,213 (21·8%)	39,340 (35·4%)	71,541 (64·60%)	

TABLE II

Analysis of the increase since 1920

Increase in total.	Decrease in number passed in First Division.	Increase in number passed in Second Division.	Increase in number passed in Third Division.	Increase in total number passed.	Increase in number failing
93,318 100%	-4,241 (-4·4%)	+8,512 (+9·1%)	+23,292 (+24·9%)	+27,577 (+29·6%)	+65,741 (+70·4%)

3. In the past candidates were placed in the First Division if they obtained 50 per cent. or more and in the Second Division if they obtained 40 per cent. or more but below 50 per cent. in the aggregate. At present the requirement for First Division has been increased to 60 per cent. or more and for Second Division to 50 per cent. or more but below 60 per cent. In recent years pass marks for English and Bengali have been reduced from 36 per cent. to 30 per cent.

Hence the number who passed in the First Division in 1920 is to be compared with the total number passing both in the First and Second Divisions in 1960. It would be a safe assumption to make that but for the appreciable reduction in pass marks in English and Bengali, at least 10 per cent. more of the total increase of 93,318 would have failed. If on this assumption we classified this total increase of 93,318 into three comparable classes only, viz., (a) passed with 50 per cent. marks and above, (b) passed with less than 50 per cent. marks, and (c) failed by the standard of 1920, i.e., if the pass marks in English and Bengali were as in 1920, the analytical table would be:

TABLE III

Increase in total	Pass with 50 per cent. and above.	Pass with less than 50 per cent.	Failed by the 1920 standard.
	Per cent.	Per cent.	Per cent.
93,318 (100%)	4.7	14.9	80.4

4. It appears from Tables I and II above—

- (1) that there has been a tremendous increase in the number of candidates appearing; and
- (2) that in percentages—
 - (a) number of passes in the First Division have dropped from 31.85 per cent. to 1.22 per cent. only;
 - (b) number of passes in the First and Second Divisions together have dropped from 61.72 per cent. to 13.62 per cent. only; and
 - (c) total passes have dropped from 66.96 per cent. to 35.4 per cent. only and failures have increased from 33.04 per cent. to 64.60 per cent.

In spite of the tremendous increase in the number appearing the absolute number passing in the First Division has woefully dropped from 5,595 in 1920 to 1,354 in 1960 and the total absolute number passing in the First and Second Divisions together have increased from 10,842 to 15,113 only. The absolute increase in number appearing is 93,318. Of them, 65,741 or 70.4 per cent. have failed, 23,292 or 24.09 per cent. have passed in the Third Division, 8,512 have passed in the Second Division and the number passing in the First Division has actually decreased very substantially. Thus for every increase of 100 candidates 70 fail, 25 pass in the Third Division and 9 pass in the Second Division, dragging down in the process as many as 4 from the First to the Second Division. Speaking in more comparable terms on the basis of the analysis of the increase as given in Table III above, for every increase of 100 candidates, 80 fail, 15 pass with less than 50 per cent. marks and 5 only pass with 50 per cent. marks or more.

5. Of the candidates passing in the First and the Second Divisions, a few begin working life at this stage. Subject to this, this is the source from which the polytechnics, the training institutions and the different colleges—Art, Science or Professional—draw their supply of students who are expected to do well in the University. The University results, therefore, show similar trends also. While the number appearing is increasing, the output of First Class Graduates has remained practically constant since the twenties. There is no doubt variation in number from subject to subject but the total number of First Class Graduates has hardly changed. The supply of Second Class Graduates has also been inelastic and is unequal to the demand. The inequality is highly marked in certain subjects. This is true not only of technical personnel but of almost all personnel. On the other hand the supply of “failed” persons, Third Division men or Pass Course Graduates is far in excess of the demand.

6. Government and the Private Sector are both expanding fast. Government requirement of qualified personnel is now several times as high as in 1920; so is the case with the Private Sector; but the ultimate source to draw upon, namely, those who pass the School Final Examination in the First and the Second Divisions have practically remained inelastic. A fast increasing demand for qualified men impinging on a highly inelastic supply is the basic fact of the present day personnel problem in Government service. Unless this number increases very largely and commensurately with the increase in the number appearing at examinations it is obvious that neither the Government nor the Private Sector can get an adequate number of well-qualified men for their expansion programmes.

7. State Government personnel who have passed the School Final or any other higher examination including Engineers, Doctors, Teachers, etc., number about one lakh to-day and the number is fast increasing. To maintain the strength at 1 lakh only, an annual intake of about 4,000 persons is necessary, assuming that average length of service of a Government servant is 25 years. As the total number has been increasing fast for some years, the annual intake must be much more than 4,000. The State Public Service Commission, through which are recruited the better and the higher grades of personnel only, recommended for direct recruitment by Government either through competitive examination or selection after interview as many as 1,702 persons during the year 1960-61. Government was formerly accustomed to take First Division boys generally and even now ordinarily expect to take in First and Second Division men, if available. Besides, the Government of India and the local bodies recruit a considerable number of persons of these categories in this State. While the supply in relation to demand is too small in the case of First and Second Division men, it is too large and is increasing in the case of Third Division or “failed” persons. This disparity at the two levels in the opposite direction is exerting a constant pressure for lowering the qualification of men in Government services. No wonder Government has to take in Third Division men or mere Pass Course Graduates with Third Division in the School Final where it used to get First or Second Division men or Honours Graduates before.

8. The position requires the immediate attention of Government. Students are appearing in the School Final Examination in ever increasing numbers but the result is an increase mainly in the number of “failed” candidates and slightly in the number of Third Division candidates with a sharp fall in the number of First Division candidates. It is difficult to find an easy explanation of this. We are here not concerned with the educational aspect of the problem. But its impact on the administrative

machinery, with which we are directly concerned, is quite serious. The position has got to be rectified if execution of plans is not to be handicapped or impeded for lack of qualified personnel. We suggest that the matter is important enough for Government to undertake a full investigation into it.

9. Competition in salary increases does not and cannot solve this problem, though this is inevitable to a certain extent in a situation like this, particularly when there is a manifest inflationary trend in the economy. Such competition only goes to increase the turn-over of personnel to the detriment of work and to the deterioration of the personnel. The strictest co-ordination in the matter of recruitment of personnel and pay fixation among all the Departments of Government is essential in a situation like this. A Department sometimes tries to find a short cut solution by offering a slightly higher salary than in another Department. A slightly higher salary in one department than in another may succeed in drawing out a serving man from the latter Department to the former so that the problem is only transferred from one department to another. When this competition goes on in any appreciable measure, qualified men are always on the look out for such opportunities and lose interest in applying themselves seriously to work. The difficulties of Government continue as before; only the quality of the personnel deteriorates.

10. The Private Sector also requires qualified personnel in increasing numbers. Any transfer of personnel from one sector to another on any appreciable scale cannot be relied upon for a solution of the personnel problem as long as the present personnel famine continues in both the sectors. Further, it is hardly possible for Government to get ready made men from the open market. Most of the Departments of Government have no counterpart in the Private Sector so that the training required of a Government servant is in most Departments quite different from the training required in the Private Sector. Hence Government must try almost wholly to recruit men young. This is ordinarily the Government policy in the matter but it must be recognised that such a policy is the only appropriate policy under present conditions. With such a policy and with complete co-ordination among Departments, every Government servant would, without continually looking for opportunity to leave his Department, apply his mind to his job and steadily grow in efficiency within the Department. An essential condition is, of course, that he should be paid adequately to maintain a standard of living to which the people of his social class are accustomed and that he should have reasonable prospects of promotion within the service which should offer him the necessary incentive. We have kept this consideration constantly in view in making our recommendations.

11. The minimum qualifications prescribed for posts were in most cases fixed in the early thirties when there was a buyer's market even for first class men. In those days minimum qualifications were pitched unnecessarily high. The object was mainly to minimise the possibility of being faced with an embarrassingly large number of applications. The same tradition continues even today though it is now wholly a seller's market for good men of any category. Many posts are in this way lying vacant while men of lower qualifications who could do the duties of the posts quite well are going unemployed. The question has another aspect also. After prescribing too high a qualification for a post, a Department might by chance succeed in attracting a man of the prescribed qualification to the post. Two consequences will follow. He will be continually looking out for an opportunity to leave the post for a better one and as long as he remains there, another higher post where he would fit better would go vacant. We recommend that the minimum qualifications

be revised strictly with reference to the duties of the posts to the exclusion of any extraneous consideration.

12. Isolated posts should be avoided. As far as possible all posts of similar nature, irrespective of the Department to which they may belong, should be brought on one cadre. In these days of dearth of qualified personnel when a Department requires a person to man a post which is rather outside the line of that Department, e.g., when an Engineering College or a Textile College wants a Lecturer in Economics or say, the Education Department wants an Assistant Engineer, the Department which employs such personnel in large number—here the Education Department in one case and the Engineering Department in another—is usually unwilling to depute an officer to the other Department as the Department itself is probably short. The result is that the other Department tries to recruit direct for the isolated post. The chances of finding and succeeding in keeping a good man under such circumstances in an isolated post are much smaller than if the parent Department wanted to recruit an extra man in its general cadre and agreed to depute him to this post. The parent Department may also find difficulty in recruiting an extra man, but that difficulty would be less and the chances of getting a good man would be greater. It is important in these days, therefore, to keep all similar posts on a common cadre irrespective of the Department to which the post belongs. Any Department which maintains the largest cadre of that particular class of men should not try to avoid the responsibility of having one additional post in its cadre for deputing to another sister Department. Such co-operation is essential in these days.

13. There are certain basic services which all expanding Departments who take up new schemes must require. Such basic services are the administrative services like the Indian Administrative Service, the West Bengal Civil Service (Executive), the West Bengal Junior Civil Service or Assistant Engineers or the Education Services or the Health Service. Whenever a new scheme is taken up, it requires administrators, engineers, doctors, educationists and so on. But as soon as it thinks of starting operation, the Departments employing these personnel in large numbers find themselves very often unable to depute the required number of men so that the new scheme has to try its best to find personnel from the open market and in many cases it fails. Even where it succeeds the calibre of men found is lower. They have also probably to be paid at a higher rate. The chances of success of the scheme are reduced in this way and even if it succeeds it does not succeed as well as it would have done, could it obtain good personnel. Moreover, the disparity in emoluments that is often inevitable in such an approach is likely to produce disgruntled Government servants in the parent Department itself. Hence from this standpoint also it is worth-while for the parent Department to try to depute the required personnel and to plan its personnel accordingly. In these days of expanding Government activities we recommend that the cadre of these basic services should be expanded considerably not merely with an eye to the present requirement but with some foresight so that when need arises as it must arise frequently during the Third Five-Year Plan, the Departments may not find themselves unable to meet the requests for deputation on those schemes when the schemes will actually be taken up. The cadres of the administrative services or of Assistant Engineers or of the Health Services or of the Education Services may not be difficult to expand slowly and steadily though a quick expansion is impossible these days. This is an essential part of personnel planning under the present-day circumstances. Personnel planning should be regarded as an integral part of planning and should receive more attention, than it so far has.

14. One of our terms of reference was to recommend economy measures. In these days of quick expansion no Department considers that any economy is possible. We have not, therefore, been able to do much in this respect. We have broadly indicated a few measures in a separate chapter. Economy measures have to be directed towards the optimum utilisation of scarce resources through complete co-ordination, correct deployment of personnel, avoidance of duplication and so on and so forth. Our recommendations about cadres are actually based on these considerations. We have kept this consideration in view as far as possible in making our recommendation about the organisation of the Government machine or the cadres of different services whenever we have been able to say something about them. In a quickly expanding Government machine, the question of retrenchment of surplus personnel does not arise and we have recommended no retrenchment.

15. In contrast with the dearth of qualified men, unemployment appears to be quite serious among unskilled or untrained persons or among ordinary Pass Course Graduates or those who have failed to pass or passed the School Final Examination in the Third Division. The number of those who appear at and fail to pass the School Final Examination is indeed very large and they find it difficult to find suitable employment. As a result, in this sector of the employment market the supply is very much in excess of the demand. This position is being aggravated by the already noticed fact that spectacular increase in the number of school going persons is resulting mainly in the increase in "failed" and Third Division passed persons with hardly any increase in the First and Second Division persons.

16. The problem of pay scales and their interrelation in the public sector is by itself difficult enough. It is more so in a backward country in which qualified and trained men are in short supply and unskilled workers, good for routine operations, abundant, and it becomes serious, in a democratic country which has adopted a socialist pattern of society as its objective, when rapid expansion of the public sector accentuates the disparity between the supplies of the two categories of men. Trained and qualified men cannot be attracted to public service without the offer of very high salaries, while unskilled workers may be readily available at too low rates. For the Government to follow the market mechanism in these circumstances would be to move away from its objective of socialistic pattern of society. On the other hand, the low national output of a backward economy may not permit it suddenly to raise the pay scales of the large mass of unskilled workers. All Pay Commissions and Committees in recent years in this country were put between the horns of this dilemma. They tried to follow the only feasible course, viz., to move forward slowly but steadily. We have also adopted a practical line of slow and steady progress, having full regard to all the relevant factors.

17. It is not reasonable to expect that when prices are rising for reason other than increase of wages and salaries and the entrepreneurs in the private sector are therefore inclined to pay higher wages to their workers; Government servants alone should not get a rise in their remuneration because in their case the employer has not the necessary incentive of a higher profit arising out of higher prices. Stability in wages is a corollary to economic stability which depends largely on financial and monetary policies in a progressive economy. If prices continue to rise and wages continue to follow them, the wage-price spiral may easily become uncontrollable. The surest way to break this spiral is through attainment of economic stability by appropriate economic policy, mainly financial and monetary.

But when prices do continue to rise, Government servants alone cannot be expected to undergo special suffering as a class. This is in fact impossible in a democratic set-up.

18. The pay scales were last revised in 1950. On the basis of the cost of living index figures prepared by the State Statistical Bureau with 1950 as base (100), the cost of living of the middle class in March, 1961 was 109·8 and of the class with emoluments not exceeding Rs.100 was 110·8. In our recommendation we have granted an increase of over 23 per cent. to the lowest paid manual workers and of about 21 per cent. to the lowest paid clerks. Thereafter the percentage increase recommended by us goes down gradually till it becomes less than the percentage increase in the cost of living. In the case of the highest paid Government servants, there is actually some reduction in emoluments. This is the general pattern we have followed. We have also kept in view the fact that the market for recruitment to several services in the higher field is an All-India one so that the scales of pay we recommend for such services have to be generally comparable with the scales of pay of corresponding services under the Central and other State Governments.

19. In recent times three tendencies are noticeable, viz., (i) prices have been rising; (ii) scales of pay at the lower levels are also rising, and (iii) in the process of raising pay scales the disparity among them is being gradually reduced. The pay scales have moved on this pattern in a slow and steady manner. In our recommendations we have tried to bring forward that progress a little further, having regard to the present-day conditions and the capacity of the economy to bear the burden.

In 1939 the lowest paid manual worker drew pay in the scale of Rs.13—17, the average of which was Rs.15 and the highest paid Government servant in the State field, viz., the Chief Engineer, drew pay in the scale of Rs.2,750—3,000, the average of which was Rs.2,875. The ratio was 1 : 192. Under our recommendation the lowest paid manual worker is to draw pay in the scale of Rs.60—75, the average of which is Rs.67·5 and the Chief Engineer is to draw pay in the scale of Rs.1,800—2,000, the average of which is Rs.1,900. The ratio is thus 1 : 28. If only the take-home pay was taken into consideration the ratio would be 1 : 25. The present ratio is reasonable.

The improvement in the ratio is in fact spectacular. It is not also worse than that in other under-developed countries or than that in the U.S.S.R. though it is not yet as good as that in advanced Western countries. This improvement has been brought about by readjusting pay scales during the period of rising prices since 1939. The increase allowed to cover the rising cost of living has varied inversely with pay so that the lowest paid employees have received increase fully proportional to the increase in the cost of living but the pay of the highest paid group has actually been reduced.

20. Distinctions among Government servants mainly go by pay scales. Hence the larger the number of pay scales, the larger the number of classes in Government service. Too many classes are undesirable and complicate the organisation to the detriment of its effectiveness. They also appear confusing to the public. We have, therefore, tried to reduce the number of classes to the minimum considered possible today. Before 1950 there were about 500 different pay scales in the State Government service. In 1950 the number was reduced to about 63. In course of the last few years it has increased to about 143. We have recommended only 32 pay scales (*vide* annexed Table) to cover the entire field of State Government services. This number may also appear large in comparison with countries like the

U.S.A. where only 28 pay scales are operative in the entire Federal Field. But in our present state of progress we have not considered a fewer number practicable. We believe this simplification will go a long way towards the smooth working of the Government machine in our democratic set-up.

21. Our recommendations for the reduction in number of pay scales is based on certain rational principles applied to the facts of the day. We have recommended unification of pay scales where the difference in the nature of work or qualification has been nil or negligible. We have in this way tried to eliminate all unnecessary inequality. Details will appear in the different Chapters of the Report.

We have also recommended pay scales which we consider adequate for attracting suitable men for the work. We have recommended abolition of such discriminating features like local allowances or special pays as we have considered unjustified. In doing so we have taken full notice of the social and economic development in the State which include a tendency towards equality in health conditions and also in the cost of living all over the State except perhaps for disparity of house rent in certain areas like Calcutta. Calcutta has now become highly attractive to Government servants and a very large proportion of the Government servants is also actually posted in Calcutta and its neighbourhood. Equal treatment of Government servants improves their morale. Most Government servants, we believe, are imbued with some ideals of public service. They resent discriminatory treatment much more than a lower standard common to all. Government's approach should be to encourage this idealism and discourage discriminatory treatment. We have taken full cognisance of this in making our recommendations. In fact our recommendation for fewer pay scales and minimisation of discriminatory features is based on this principle. Some disparity of condition is unavoidable, e.g., good posting and bad posting for men of the same cadre. Both in policy and practice, it should always be Government's attempt to even out these conditions, e.g., by a regular roster of transfers and postings.

22. Our recommendation for the application of the 32 scales to the different classes of Government servants is based on a careful consideration of many relevant factors which include (1) nature of the work, (2) impact of the Five-Year Plans on the nature of the work, (3) availability of young men with suitable academic attainment, (4) relative importance of initial academic attainment to the work, and (5) the present pattern of correlation.

23. There has been a long-standing demand for equalising pay scales of clerks working in the Secretariat, Directorates and Regional Offices. On a careful examinations of the case, we have been able to recommend equal pay scales for all lower division clerks working in any of the three spheres.

24. In the lowest gazetted field, the commonest scale has been Rs.200—450. In the past when Government work in every Department was simple and the demand for qualified candidates was far exceeded by the outturn of good men by the University, there naturally arose the tendency to adopt undifferentiated pay scales for many different cadres. Pay scales were then sometimes fixed more with reference to their comparative position in their respective hierarchies than on the comparative basis of their work. While we have recommended revision of this scale to Rs.250—550 we have made two exceptions. Thus for Lecturers in Government Colleges and for Sub-Deputy Collectors we have recommended a slightly higher scale, viz., Rs.275—650. For Lecturers, a certain standard of initial academic attainment is essential and the availability of personnel with such attainment in relation to demand has particularly dropped. The impact of the Five-Year

Plans has been high on the nature of the work of Sub-Deputy Collectors. They are mostly employed as Circle Officers and Block Development Officers and are now the spearhead of the attack on all problems, developmental and non-developmental, which Government have been tackling on a large scale in rural areas. At that level, it is the Sub-Deputy Collectors who provide the necessary leadership, co-ordination and guidance. Home (General Administration) Department drew our attention with some force to the need for having the best men available at that level and for giving them pay commensurate with their work.

25. At the next higher level there are now two scales, viz., Rs.250--750 and Rs.250--850. In their place we have recommended the scale of Rs.300--900. In some cases, we have recommended a slightly higher scale, viz., Rs.325--1,000. This higher scale has been given to those services which are pivotal in character from the standpoint of the Five-Year Plans and provide leadership, co-ordination and guidance on a wider front. We have recommended extension of the higher scale to the Education Service, to corresponding posts in research institutes and to posts requiring engineering degrees. The reason for extending it to the Education and Research posts is the importance of initial academic attainments in these cases. Growing importance of and the basic role of engineers in the execution of Five-Year Plans are well known. The plans have led to a very large increase in demand for them. Engineering Colleges are now therefore attracting our best boys and they deserve recognition. Under the present condition, it is no good extending the coverage of the higher scale too much in relation to the availability of men with good academic qualification. Good men are in short supply. Though many cadres may offer the higher scale an equal number of equally good men are not there. The position is not changed simply by providing the same method of selection. So some cadres must have men with slightly lower academic attainments. We have recommended the application of the higher scale strictly on a consideration of the work of the cadres, the availability of men with good academic qualification and the relative importance of initial academic attainments to the work in question.

26. We attach importance to the provision of reasonable prospects of promotion. It should be possible for Government servants to earn promotion by good work. While each member of a cadre should have the same chance of promotion, such chances cannot be equalised between one cadre and another, in every case. The structure and strength of cadres in each line must necessarily be based on the nature and requirement of the work. Thus members of the State Excise Service cannot have the same prospect of promotion as the members of the State Judicial Service or the district clerks can hardly have the same prospects of promotion as the Secretariat Clerks. In the Judicial line or in the line of Secretariat Clerk, chances of promotion are perhaps the highest and everyone is almost assured of promotion if his work is reasonably satisfactory. Services in bigger spheres must have their advantages and it is because of such advantages that they expect to attract better men which they generally require on account of the nature of work. Hence there cannot be any question of equality of chances of promotion for all cadres. Where, however, we have found that there is no higher scale to which members of a cadre, made up partly or wholly of direct recruits, can look forward for promotion, we have provided a higher scale.

27. A promotion post is a higher post with higher pay. A Selection Grade is higher pay in the same post. For a cadre made up wholly or partly of direct recruits a Selection Grade becomes necessary where there are no

promotion posts available to it, or the chances of promotion are negligible. It is to be noted that a Selection Grade is intended not to provide double promotion to any but to ensure that good men who may not get a chance of promotion merely because of the lack of paucity of promotion posts may at least get the Selection Grade instead of stagnating on the maximum of the scale. In this respect a Selection Grade post is like a consolation prize. Where there is a reasonable number of prizes in the form of promotion posts a Selection Grade is unnecessary. Consistently with its object and by its very nature a Selection Grade would be available only to senior men near the maximum of the scale. Provision of promotion posts is clearly better than provision of a Selection Grade and we have preferred the former course to the latter. With the fast expanding Government machinery, chances of promotion have so increased that Selection Grades have generally become unnecessary.

28. Following the existing practice, we have provided two Efficiency Bars in the State Service, one Efficiency Bar in the Subordinate Service and no Efficiency Bar in short time scales or in time-scales for the lower grade Government servants. For the State Services the Efficiency Bars have been provided after the 8th and the 16th stages and for the Subordinate Services after the 10th stage. Efficiency Bars are now seldom applied. That, however, does not necessarily mean that they have lost their utility. The awareness that there are such bars which can be used, if necessary, has a salutary effect and therefore tends to minimise the need for their use. We would, however, emphasise the need for using them promptly and without hesitation whenever there arises a real need for their use. The specially good feature of the Efficiency Bar is that it can be used for a temporary period during which the officer gets not only a warning but an opportunity to correct himself.

29. Higher initial pay has become more common these days. We have recommended increase of the minimum pay in most scales and with the implementation of our recommendation the need for higher initial pay should be reduced. We have also recommended proper personnel planning and a policy of recruiting men young and training them up in the Departments. With such a policy and planning, need for recruiting older men from the open market would be reduced, and with it the need for offering higher initial pay. No higher initial pay should be offered where qualified men are available on the minimum of the scale. In higher posts, particularly in Class I posts, there may still arise some need for offering higher initial pay if direct recruitment has at any time to be adopted for filling them. Such persons are better appointed on contract. But if it is considered necessary to take them into the regular cadre, higher initial pay should be given, where necessary, on the basis of qualification including experience acquired outside Government service and not on the basis of age only. Years spent in idleness or in other avocations should rather disqualify a candidate than qualify him for higher initial pay. Only years spent outside Government service for acquiring higher qualification and longer experience in an equivalent and equally responsible field should count towards higher initial pay. The number of increments to be offered above the minimum should not generally exceed five. In several cases we have made specific recommendations in the matter. We suggest that in other cases, where the question may arise, the matter may also be settled on these lines.

30. With the expansion of the development and trading activities of Government, new classes of posts are coming into being or posts of a class which were too few before are growing steadily in number. Commercial

Accountants, Librarians, etc., are examples of such posts. At present, the posts are isolated and therefore may not always attract good persons. The holders of the posts also develop no esprit de corps. We have recommended that these posts should, wherever possible, be organised into regular cadres with opportunities of promotion. These posts are increasing in number and it is time to take action on this line.

31. We have found a general complaint about utter inadequacy of medical facilities. We attach some importance to such facilities, as nothing upsets the affairs of a Government servant more than cases of sickness in the family. We have, therefore, recommended a fairly liberal scheme of medical benefits. We consider this conducive to efficiency and better morale.

32. Our recommendations will no doubt cost a great deal of money. We are also aware that the implementation of our recommendation will throw a substantial burden on the public. We have made them in the belief that the cost will be worthwhile and will bring its dividend in better efficiency of the Government machine. We hope the beneficiaries will justify our belief. The total cost has been calculated on such data as are available. In brief, the financial implications of our recommendations are summarised in the Table below :

TABLE

(1) Ultimate

Annual extra cost on account of—	Rupees in lakhs.
(1) Revised scales of pay (difference between the averages of the two sets of emoluments).	2,15.00
(2) Leave charges	11.00
(3) Pension charges	98.00
(4) Increased house-rent in Calcutta and areas within the Municipal limits of Howrah —	
(a) Manual workers—on account of increase of their fixed rates	1.56
(b) Other Government servants—on account of the merger of Dearness Allowance in pay scales proper.	15.00
(5) Winter Allowance to Government servants in the districts of Darjeeling.	2.09
(6) Amenities—	
(a) Medical facilities	2,00.00
(b) Travelling facilities to Government servants and their families posted at a distance of 250 miles or above from Calcutta.	1.44
Carried over ..	5,44.09

		Rupees in lakhs.
	Brought forward	5,44.09
† Savings—		
(a) On account of abolition or reduction of—		
(1) Special Pay	4.03	
(2) Compensatory Allowance for expensiveness of living	31.00	
(3) Duars and Terai Allowances	4.21	
(b) On account of “Economy” measures recommended in Chapter 62.	5.00	44.24
		<hr/>
Total annual extra cost (ultimate) ..	4,99.85	(or 5 crores.)

Note 1.—The annual savings on account of withdrawal of Dearness Allowance from those with pay above Rs.1,100 is Rs.2.65 lakhs. This has been included in the estimate under item (1) Revised Scales of Pay and has not therefore been shown separately under savings.

Note 2.—*Leave charges.*—In estimating this figure, we have assumed that there is provision for leave reserve in respect of 50 per cent. of the total number of posts under Government, so that this estimate is for the remaining 50 per cent. only.

Note 3.—No accurate estimate of the financial implications of our recommendations on the “Economy” measures in Chapter 62 of our Report has been possible. The figure has been taken on a rough guess.

(2) For the First Year onlyRupees in
lakhs.

Extra cost on account of—

(1) Revised Scales of Pay (due to the formula for boosting up present pay).	1,77.00
(2) Leave charges (taken at half the ultimate cost)	5.50
(3) Pension charges	5.00
(4) Increased House-rent in Calcutta and the areas within the Municipal limits of Howrah—	
(a) Manual workers	1.56
(b) Other Government servants	15.00
(5) Winter Allowance to Government servants in the district of Darjeeling.	2.00
(6) Amenities—	
(a) Medical facilities	66.00
(b) Travelling facilities to Government servants and their families in areas at a distance of 250 miles or above from Calcutta.	1.44

Savings—

(a) On account of abolition or reduction of special pays ..	4.03
(b) Withdrawal of Dearness Allowance from those on pay above Rs.1,100. —————	4.90
Total	2,68.66 (or 2.69 crores)

Note 1.—Pension charges.—The high rate of expansion of Government services started from the last War so that the bulk of the Government servants now in service would retire after some years. The number of retirements during the first year will therefore be much less than proportionate to the total number of Government servants. Moreover, during the first year not more than one year's higher pay will count towards pension. Hence the estimate has been taken at a low figure.

Note 2.—Medical facilities.—Taken at one-third of the ultimate cost on the assumption that it would take three years to implement the full scheme.

33. The annual ultimate cost is of the order of Rs.5 crores and the cost in five years of the order of Rs.25 crores. The West Bengal budget for 1961-62 provides for a total revenue receipt of Rs.95 crores. The Third Five-Year Plan for West Bengal is of the order of Rs.341 crores out of which the revenue component is of the order of Rs.127 crores. Thus our recommendation will involve an expenditure which is about 5 per cent. of the annual revenue receipt of the State and is about 8 per cent. of the total Third Five-Year Plan expenditure and about 20 per cent. of the revenue component thereof.

34. The revenue receipt of the State have increased from Rs.34.30 crores in 1950-51 to Rs.95 crores in 1961-62 (Budget). During this period the staff expenditure has increased from Rs.12.25 crores to Rs.28.91 crores. The staff expenditure now is 28 per cent. of the total revenue receipts. After the increase recommended by us the cost on the staff will rise from 28 per cent. to about 31 per cent. of the revenue receipts, excluding the cost of medical facilities and to 33 per cent. including the said cost. Though the financial implications appear to be heavy in relation to the revenue budget of this State and particularly to the revenue budget of the Third Five-Year Plan, we believe that having regard to the increasing trend in revenue receipts it would not be impossible for the State Government to bear this burden. It is significant to note that during the last ten years revenue receipts have increased faster than staff expenditure. It is also expected that in the Fourth Plan, the expenditure on medical benefits will be absorbed in the general health budget of the State when, as we understand, similar facilities for every citizen are expected to be introduced.

35. *Classification of services.*—At present all posts on time-scales the maximum of which does not exceed Rs.45 are generally classified as "Interior" whereas the rest are classified as "Superior." As a result of our recommendations regarding the pay scales, the present classification would require change. Following the new classification adopted by the Government of India, we suggest reclassification as below:

Class I Service.—All Gazetted posts on the new time-scales, the maximum of which exceeds Rs.1,000.

Class II Service.—All other Gazetted posts on the new time-scales, the maximum of which is Rs.550 or above but does not exceed Rs.1,000.

Class III Service.—All other services or posts, Gazetted or Non-Gazetted (excepting those classified in Class IV Service) and the Record Suppliers in the Secretariat or outside it.

Class IV Service.—All other posts in the new time-scales, the maximum of which is Rs.105 or below.

TABLE

List of Scales

(Para. 20)

A.B.—In this statement—

- (a) The term "Primary Scales" means time-scales which rise from the minimum to the maximum after longer years of services. They are usually meant to provide suitable ranges of pay for posts where recruitment is either wholly direct or partly direct and partly by promotion; and
- (b) The short scales have been termed as "Secondary Scales." They are intended to provide suitable ranges of pay for posts which are filled up by promotion or by persons who, though recruited direct, cannot be expected to start on a long time-scale.

Primary Scales.		Secondary Scales.	
(20 years.)		(2-5 years.)	
Rs.		Rs.	
1.	400-40-1,000-50-1,250	1.	1,800-100-2,000
2.	325-30-475-35-1,000	2.	1,500-60-1,800
3.	300-30-900	3.	1,300-60-1,600
4.	300-20-500-25-750	4.	1,100-60-1,100
5.	275-15-350-20-650		
6.	250-15-550		
7.	225-10-325-15-475	(7-15 years.)	
8.	200-10-400		
9.	175-7-245-8-325		
10.	150-5-250	5.	700-50-1,250
11.	125-3-140-4-200	6.	650-25-900
12.	65-3-80-4-140	7.	500-25-550-30-700
13.	70-1-80-2-100	8.	400-25-450-30-600
14.	65-1-85	9.	350-25-525
15.	60-1/2-65-1-75	10.	300-20-400-25-450
		11.	250-15-400
		12.	200-10-300
		13.	140-5-210
		14.	110-4-170
		15.	100-3-136-4-140
		16.	95-1-100-2-120
		17.	80-1-85-2-105.

Besides, there are two more time-scales, viz., Rs.325-30-475-35-720 and Rs.720-35-1,000. As the scales are but segments cut out of the scale Rs.325-30-475-35-1,000, we have not included them in the list.

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CHAPTER 4

Compensatory Allowances

The Compensatory Allowances considered in this Chapter are:

- (1) Allowances for high cost of living in certain localities;
- (2) Allowances for unhealthiness of certain localities; and
- (3) House-rent allowance to Government servants because of the higher rate of house-rent in certain localities.

They are dealt with separately below:

(1) Allowances for high cost of living

2. At present, Compensatory Allowance for expensiveness of living is given to certain specified categories of Government servants serving in—

- (a) Calcutta *k.c.*, the areas within the limits of the jurisdiction of Calcutta Corporation, including the areas which were previously under the now defunct Tollygunge Municipality;
- (b) Howrah Sadar (i.e., the areas within the limits of the jurisdiction of Howrah Municipality);
- (c) Darjeeling district; and
- (d) Areas within the municipal limits of Balurghat, Jalpaiguri, Cooch Behar, Mekligunj, Tufangunj, Dinbata and Mathabhanga.

The Government servants entitled to the allowance are generally the clerical staff and the inferior Government servants (*vide* Appendix "E"). In the Darjeeling district non-clerical Government servants (other than those in the Police Borce or in the Jails) on pay up to Rs.300 per month, who are liable to transfer in the normal course of their service, are also allowed Compensatory Allowance.

The rates of the allowances are—

- (a) Rs.2 for Government servants in Inferior Service and for those in Superior Service whose maximum pays in the time-scales do not exceed Rs.50;
- (b) Rs.5 for Police Constables, and Jail Warders; and
- (c) 10 per cent. of basic pay for others.

3. The evidence before us indicates that the cost of living is now almost the same throughout the State. The successive enquiries made by the State Statistical Bureau in 1950-51 and 1955-56 into the comparative cost of living in the different towns of West Bengal (with Calcutta as the base) reveal a tendency towards equality. If house-rent is excluded, the difference is hardly significant. The oral evidence received by us supports the conclusion derived from the statistical enquiry. We are making recommendations for house-rent allowance for localities where house-rents are significantly higher. There is, therefore, no reason now for continuing the grant of Compensatory Allowance for expensiveness of living to a certain section of the employees working in certain areas. We accordingly recommend that the allowances be discontinued and uniform scales of basic pay be prescribed for all Government servants of the same class, irrespective of the localities in which they may be working. Our recommendations for the uniform scales have been arrived at after taking into consideration the higher cost of living that now prevails everywhere.

The staff employed in the hill sections of the Darjeeling district have to incur some additional expenditure for clothing and fuel, which the staff working in the plains do not have to incur. In order to allow them some relief on this account, we suggest that Government servants on pay up to Rs.400 per month should be paid for service in the hilly portions of the Darjeeling district a "Winter Allowance" on the scales as indicated below—

Pay Range.	Amount of the Allowance per annum.
	Rs.
Up to Rs. 100 ..	50
Rs. 101- 200 ..	75
Rs. 201--400 ..	100
Above Rs. 400 but below Rs. 500	Marginal only.
Rs. 500 and above ..	Nil.

The allowance may be paid on the 1st of October each year to each Government servant of this class posted at Darjeeling and expected to remain posted there during the ensuing winter.

The allowance will not be payable to Government servants who are—

- (a) not employed whole-time either in the regular, contingent or the work-charged establishment;
- (b) re-employed after retirement or appointed on contract;
- (c) paid at piece-rates or at daily rates; or
- (d) in receipt of free accommodation either for self or for family or a house-rent allowance in lieu thereof, or allowed any other facilities either in cash or in kind such as free fuel, free vegetables, etc.

4. There are a few other cases where Compensatory Allowances for expensiveness of living are drawn under the special orders of Government, viz.—

Name of the Department.	Item No.	Name of the post.	Number of posts.	Amount of Allowance per month.
Home (Police) Department.		Inspectors of Police in the districts of Burdwan, Howrah, Hooghly, Bankura, Midnapore, 24-Parganas, Murshidabad, Jalpaiguri and Darjeeling.	16	Rs. 45 each.
Home (Defence) Department.		Administrative Officers (Company Commanders) in National Volunteer Force.	2	10 per cent. of pay while posted in the training centres at Cooch Behar and Kurseong.
Home (Jails) Department.		Compounders in Jail Hospitals.	21	Rs. 5 each.
Agriculture and Food Production Department.		Laboratory Attendants, Ploughmen and Peons in the office of Joint Director, Agricultural Marketing (Research).	6	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> $\left. \begin{array}{l} 4 \text{ at Rs. 5 each.} \\ 2 \text{ at Rs. 2 each.} \end{array} \right\}$ </div> </div>

Name of the Department.	Item No.	Name of the post.	Number of posts.	Amount of Allowance per month.
Department of Irrigation and Waterways.	5	Head Estimators and Overseer-Estimators, Kangshabati Circle.	71	20 per cent. of basic pay.
Department of Veterinary Services.	6	Veterinary Field Assistant.	160	Rs.7 each for mass inoculation work in Mofussils.
Home (Political) Department.	7	Non-Gazetted employees in superior service in Governor's Secretariat and in the office of the Military Secretary to Governor.	42	10 per cent. of basic pay subject to a minimum of Rs.10 and maximum Rs.30.

Item No. 1.—The allowance is a relic of the 19th century. It has continued so long probably because it escaped notice. Except in the district of Darjeeling, Government servants of comparable status do not draw any such allowance. In paragraph 3 of this Chapter, we have recommended discontinuance of such allowance. We accordingly recommend that the allowance to the Inspectors of Police should be withdrawn from all the districts.

Item No. 2.—For reasons given in paragraph 3 of this Chapter we have recommended discontinuance of Compensatory Allowance for expensiveness of living. We, therefore, recommend that this allowance either at Cooch Behar or at Kurseong should also be discontinued.

Item No. 3.—None of the Compounders employed in hospitals or clinics under the Department of Health or in the Police Hospitals draw any allowance for expensiveness of living either in Calcutta or in Mofussil. We, therefore, recommend that the allowance now paid to the Compounders employed in the Jail Hospitals should be withdrawn.

Item No. 4.—It is not clear to us how the allowances came to be sanctioned. We do not find any reason for their continuation. They should be abolished.

Item No. 5. We are informed that this allowance is of the nature of a "Compensatory Allowance" and is paid to the staff to compensate them for lack of ordinary amenities of life and other facilities. We suggest that Government should review this question and reduce or abolish the allowance as amenities and facilities become available.

Item No. 6.—All these staff are employed at the Headquarters Office at Calcutta and draw the usual travelling allowance while out on duty in the Mofussil. There is thus no reason to allow them the allowance in addition and we suggest that it should be withdrawn.

Item No. 7.—The allowance was originally sanctioned in 1938 in order to enable the staff to meet personal expenditure necessitated by the special circumstances in which the duties were performed. We believe that the special circumstances no longer exist and suggest that it be withdrawn.

(2) Allowances for Unhealthiness of Localities

5. Appendix "F" gives a list of allowances for unhealthiness of locality in the Duars and Terai areas of the districts of Darjeeling, Jalpaiguri and Cooch Behar.

Previously the Duars and Terai areas of the districts of Darjeeling and Jalpaiguri were notorious for their unhealthiness. Government, therefore, sanctioned in 1921, an allowance for unhealthiness of locality to the staff

posted in the said areas. The allowance has since then been continuing, the Terai Allowance in the district of Jalpaiguri having been reduced by half in the year 1941.

In 1955-56, the Department of Health undertook a survey on the health condition of the Duars and Terai areas and it was found that the degree of unhealthiness had considerably decreased, the mortality figures being even less than those in some other areas in the rest of the State. In his evidence before us, the Director of Health Services emphasised that the Duars and Terai areas were no longer unhealthy. We do not thus find any reason for continuing the allowance and suggest that it be withdrawn; but persons who may be serving in the areas on the date on which it is withdrawn and drawing the allowance on the date immediately preceding it may continue to draw it at the rate of the fixed amount he was drawing on the date preceding the date of the withdrawal, until they vacate the posts due to their transfer from the localities or to promotion or otherwise. The allowances thus drawn after the date of withdrawal should be treated as "Compensatory Allowances" for all purposes.

(3) House-rent Allowance to Government servants because of higher rate of house-rents in certain localities

6. In this section we deal with the House-rent Allowance paid to all Government servants stationed in certain specified localities because of the higher rate of house rents prevailing there. The localities specified for this purpose are—

- (i) Calcutta (i.e., the areas within the limits of the jurisdiction of the Calcutta Corporation including the areas which were previously under the now defunct Tollygunge Municipality);
- (ii) South Suburban Municipal Area; and
- (iii) Garden Reach Municipal Area.

7. The allowance is paid at the rates indicated below :

Class of Government servants.

Rates of House Rent Allowance.

1. Government servants in superior service.
 - (a) If living in a rented house—
 - (i) For a person drawing pay up to Rs.100. Rs.10 per month.
 - (ii) For persons drawing pay above Rs.100 per month. An amount equal to the excess of the actual rent paid over 10 per cent. of the pay subject to a minimum of Rs.10 per month and a maximum of—
 - (a) Rs.60 per month; or
 - (b) 10 per cent. of the pay; which ever is less.
 - (b) If living in a house owned by himself/herself or by his wife/her husband or his/her parents. 10 per cent. of the pay subject to a maximum of Rs.30 per month.
2. Government servants in Inferior Service. Rs.4 per month.

8. It has been represented to us that the shortage of residential accommodation in district towns has abnormally increased resulting in a corresponding increase in the rates of house rent and hence the house rent allowance admissible in Calcutta and its neighbourhood should be extended to other places particularly to Howrah, Asansol and other Industrial Areas. From the latest survey undertaken by the State Statistical Bureau in 1955-56 (with Calcutta as the base), it appears that the expenditure on house rent in the family budget of a Government servant is the highest in Calcutta and is fairly high in Howrah also. In other places, it is not so high. We, therefore, recommend that the present house rent allowance rules be extended to the areas within the limits of the jurisdiction of the Howrah Municipality and that the house rent allowance of Government servants in inferior service be raised from Rs.4 to Rs.5 per month.

With the rapid progress of industrialisation and the consequent shift of population from the rural to the urban areas, shortage of urban housing will increase and a mere grant of house rent allowance will not solve the problem. We would accordingly advise Government to consider the practicability of undertaking a comprehensive housing programme either directly or through private enterprises.

CHAPTER 5

Dearness Allowance

With a few exceptions, the remuneration of the State Government servant has two components, viz., a basic salary and a Dearness Allowance. For those whose basic salary does not exceed Rs.300, there is a third component also, viz., a Cash Allowance in lieu of subsidised food (commonly termed as "Food Allowance").

2. The history of Dearness Allowance begins during the Second World War. At first a grain compensation allowance was sanctioned in 1940 for the low-paid Government servants only. The continuing rise in prices led to the replacement of the restricted grain compensation allowance by a more general Dearness Allowance in August 1942. The rates and the coverage went on increasing till in July 1944 they were made applicable to Government servants on pay up to Rs.2,000.

In April 1948 the rates of Dearness Allowance were further increased for Government servants on pay up to Rs.400 per month. In 1957 another increase was granted to Government servants on pay up to Rs.250 per month only.

A scheme for supply of essential food articles at subsidised rates to certain classes of Government servants was brought into being during the Second World War. It has gradually been replaced since 1950 by a Cash Allowance in lieu of the subsidised supply.

3. The existing rates of the Dearness Allowance and of the Cash Allowance in lieu of subsidised food are as follows:

Pay Range.	Dearness Allowance.	Cash Allowance in lieu of Subsidised Rations.		
		Inferior Government servants.		Other Govern- ment. servants.
		Heavy Manual Workers.	Other than Heavy Manual Workers.	
..(1)	(2)	(3)	(4)	(5)

Non/Gazetted Officers and *Married Gazetted Officers

		Rs.	Rs.	Rs.	Rs.
Up to Rs.50	..	30	7	6	5
Rs.51—100	..	40	5
Rs.101—150	..	45	5
Rs.151—200	..	50	5
Rs.201—250	..	55	5
Rs.251—300	..	60	5

Pay Range.	Dearness Allowance.	Cash Allowance in lieu of Subsidised Rations.		
		Inferior Government servants.		Other Government servants.
		Heavy Manual Workers.	Other than Heavy Manual Workers.	
(1)	(2)	(3)	(4)	(5)
Rs.301—400	.. 70
Rs.401—2,000	.. 17½ per cent. of pay subject to a maximum of Rs.263 per month.
Rs.2,001—2,263	.. The amount by which the pay falls short of Rs.2,263.

*Unmarried Gazetted Officers on pay up to Rs.1,000 draw Dearness Allowance at 7½ per cent. of pay subject to a minimum of Rs.40 and those on pay between Rs.1,001 and Rs.1,075, the amount by which the pay falls short of Rs.1,075. Each such officer on pay up to Rs.300 also draws a Cash Allowance in lieu of subsidised ration at the rate of Rs.5 per month.

4. West Bengal is the only State where the rates and the coverage of Dearness Allowance still remain unaltered and unabsorbed in pay. At the Centre and in the other States, the process of gradual withdrawal of Dearness Allowance began a few years ago. Both at the Centre and in the other States, the allowance has been withdrawn by stages from all officers on pay above Rs.1,100 whether belonging to the All-India Service or to the Central and State Services so that for sometime it has been payable only to employees on pay up to Rs.1,000 with marginal adjustments between Rs.1,000 and Rs.1,100. This process has applied to the All-India Services working in West Bengal and also to the West Bengal Higher Judicial Service. The Central Government have recently decided, on the recommendation of the last Central Pay Commission, that Government servants drawing pay above Rs.300 should have the Dearness Allowance merged in the basic pay so that Dearness Allowance would no longer be a separate component of their remuneration. In the case of Central Government servants drawing pay of Rs.300 and below, the whole of the Dearness Allowance has not, however, been merged in pay; a sum of Rs.10 for Government servants on pay below Rs.156 and of Rs.20 for those on pay of Rs.150 and above but not exceeding Rs.300 is still being granted as Dearness Allowance to them and the balance of the Dearness Allowance has been merged in pay. Thus, the remuneration of this class of Government servants has still got two components, though the Dearness Allowance is now a minor item. Most of the other State Governments have followed suit. Thus, for the purpose of withdrawal of Dearness Allowance, the Central Government and other State Governments have grouped their employees into three classes: (1) for those drawing pay above Rs.1,100, the Dearness Allowance was simply withdrawn

--the reduction being given effect to in three annual stages; (2) for the others drawing pay above Rs.300, the Dearness Allowance was wholly absorbed in pay; and (3) for those on pay of Rs.300 and below, all but a small portion of the Dearness Allowance was marged in pay.

5. It was necessary to retain Dearness Allowance as a separate component of remuneration as long as prices were rising on account of reasons considered abnormal and return to a previous norm was expected by many. Incidentally, Dearness Allowance not being classified as pay, Government servants were deprived of the pensionary and other benefits which it would have brought, if classified as pay. Nobody now considers the return of the previous norm possible. The economy has reached a degree of stability and on present facts it can be assumed for our present purpose that no violent fluctuation would occur either way in the near future. The Central Pay Commission concluded that prices were not likely to go below the level of 1949. We have no reasons to differ. Similarly, we may, on present indications, infer that prices are not also likely to rise very sharply in the near future though a slow rise is not ruled out. We do not think that it is necessary to retain Dearness Allowance as a separate component of remuneration in these circumstances. We are recommending pay scales which we consider appropriate to the present-day conditions. These scales may not be disturbed on account of small variations in prices either way. If any sharp fluctuations were to take place in spite of the expectation to the contrary, the whole position will have to be considered anew. It has been suggested that it would be prudent to set apart a small part of the remuneration as Dearness Allowance as it is easier to knock it off in case of a fall in prices. We do not see the validity of such a proposition. The pay scales recommended being appropriate to the present-day economic conditions, it is unfair to deprive the employees of the benefits which the Dearness Allowance, if absorbed as pay, would bring. It would be still more unfair to do so in the case of some Government servants only, while not doing so in the case of others. We have, therefore, concluded that Dearness Allowance should no longer be a separate part of the remuneration of any Government servant and that whatever remuneration is considered appropriate to the economic conditions of today should be allowed as pay and not partly as pay and partly as Dearness Allowance.

6. Subject to the slight modification suggested in paragraph 5 above, we propose to follow the line adopted by the Government of India in this respect. In other words, we propose to deal with Government servants now drawing Dearness Allowance (and the Cash Allowance, if any, in lieu of subsidised food), in two groups. For those drawing pay above Rs.1,100 or where the aggregate of the pay and the Dearness Allowance exceeds Rs.1,100, there should be no Dearness Allowance beyond Rs.1,100, it being completely withdrawn in three years; for others, the Dearness Allowance and the Cash Allowance, if any, in lieu of subsidised food should be fully absorbed in pay in the manner explained in details in Chapter 6.

CHAPTER 6

Fixation of Pay in the New Scales

In this Chapter we consider the principle to be followed in fixing the initial pay of the existing employees in the new scales.

2. The question of point-to-point fixation, unknown formerly, has recently been raised in this connection. Point-to-point fixation implies fixation of pay in the new scale at the stage corresponding to that reached in the present scale. We have carefully considered it and have come to the conclusion that such fixation is unjustified, impracticable and undesirable. It is based on the assumption that scales of pay have not been revised during the last 20 years and that the scale now recommended to suit present conditions should have been introduced long ago when some of the present Government servants entered their present scales of pay. Such an assumption is clearly wrong. Further, one of the terms of our reference was to attempt rationalisation of the pay structure. We have accordingly tried to eliminate unnecessary inequality in pay and to rearrange pay scales on the basis of certain standards in respect of such factors as work, qualification, etc. As a result of this standardisation, the number of pay scales has been greatly reduced: some short scales have been replaced by long scales and some long scales by short ones. A number of scales—both long and short—have also been grouped together and fitted in a single scale. The existing inter-relation among the different scales has thus been altered considerably. Point-to-point fixation is, in these circumstances, not a practicable proposition and, if attempted, would give rise to numerous anomalies and inequities and in some cases even to a reduction of pay. The following are a few such illustrations, viz.,—

Illustrations

- (i) A Lower Division Clerk entered service in the scale 55—100 (24 years' scale) and was promoted after 14 years' service to the scale—90—130 (10 years' scale). He served in the scale 90—130 for about a year when the question of his pay fixation arises. Both the present scales 55—100 and 90—130 have been replaced by the same new scale, viz., 125—200 (20 years' scale). On point-to-point basis, the Government servant on the scale 90—130 would have his pay fixed at Rs.125 while he would have been entitled to Rs.176 had he not been promoted but remained on his original scale 55—100.
- (ii) The scale 150—400 has, in some cases, been replaced by the scale 200—400. Inclusive of Dearness Allowance and Food Allowance, a clerk on 150—400 now draws remuneration in the 15th year of his service at Rs.355. On point-to-point fixation, his pay in the new scale 200—400 would be Rs.340, i.e., Rs.15 less than what he has been drawing now.
- (iii) The scales 70—150 and 55—130 have in the new structure been replaced by a single scale 125—200. Inclusive of Dearness Allowance and Food Allowance, a clerk on 70—150 draws, at the 15th year of his service, pay at Rs.162 while another on 55—130 with an equal length of service draws Rs.142 in the said scale. On point-to-point basis, both will draw Rs.176, the increase being Rs.14 in the former case and Rs.34 in the latter.

Thus point-to-point fixation, though intended to use the number of years of service spent on a scale as a booster, produces inequitable and sometimes exactly the opposite results. Many changes took place in the past

twenty years and necessary adjustments took place on the basis of these changes, continually producing newer inter-relations. To try to undo such adjustments is to attempt the impossible and to open the door for many inequities and hardships. Further, this principle will operate against the good men who have been promoted from scale to scale. It is those, who failed to earn any promotion and stayed on the same scale for long years, hope to get the maximum benefit. Even in their cases the benefits will be arbitrarily and inequitably distributed and in some case the hope will prove illusory.

3. Though we are against using past period as a booster, we are not against obtaining the boosting effect in the case of Government servants by the use of other factors which would produce equitable results, would be easy of application and are financially acceptable. We propose to use three factors for the purpose. They are—

- (i) The amounts of Dearness Allowance and Compensatory Allowance for expensiveness of living; discussed in paragraphs 2 and 3 of Chapter 4;
- (ii) Allowing the benefit of the next higher stage in the new scale; and
- (iii) Ensuring a minimum increase of Rs.6 per month over the present emoluments (as defined hereafter) of Government servants in the lower grades.

For this purpose, we propose to divide Government servants into three groups on the basis of their present emoluments. Those now drawing pay above Rs.1,100 or the aggregate of whose basic pay and the Dearness allowance exceeds Rs.1,100 should get the benefit of the second factor only, viz., the next higher stage but not of the other two factors, viz., the Dearness Allowance and the minimum increase. Those whose present emoluments rise above Rs.400 but do not exceed Rs.1,100 should have the benefit of the first and the second factors. In their case, the third factor is unnecessary as the rate of increment in their new scales is above Rs.5 and everybody is being given the option to come over to the new scale after earning an increment in the present scale. The remaining group, viz., those whose present emoluments do not rise above Rs.400 should have the benefit of all the three factors. On this basis, our recommendations are as follows:

(a) In this paragraph “present emoluments” of a Government servant should mean—

- (i) in the case of Government servants Basic pay only.
whose basic pay (excluding Dearness Allowance exceeds Rs.1,100.
- (ii) in the case of Government servants, Basic pay and such amount of
the aggregate of whose basic pay Dearness Allowance by which
and Dearness Allowance exceeds the basic pay falls short of
Rs.1,100. Rs.1,100.
- (iii) in the case of Government servants, Basic pay, Dearness Allowance,
the aggregate of whose basic pay Cash Allowance in lieu of
and the Dearness Allowance is subsidised food, if any, and
Rs.1,100 or below. Compensatory Allowance for
expensiveness of living discussed in paragraphs 2 and 3
of Chapter 4.

- (b) Every Government servant should, unless he elects to retain his present pay in accordance with the provisions mentioned in paragraph 4 below, draw pay in the new scale—
- (i) with effect from the date of its introduction; or
 - (ii) if he be in service on the date immediately preceding the date of its introduction, at his option after earning an increment in the present time scale of the service or post held on the date immediately preceding the date of the introduction.
- (c) The initial pay of a Government servant in the new scale should be fixed in the manner as indicated below:

(A) For Government servants whose present emoluments exceed Rs.400

- (i) The initial pay of such a Government servant should be fixed in the new scale at the stage next above his "present emoluments" subject to the conditions that—
 - (a) if the "present emoluments" is less than the minimum of the new scale, the pay in the new scale should be fixed at the minimum; and
 - (b) if the "present emoluments" is equal to or higher than the maximum of the new scale, the pay in the new scale should be fixed at the maximum and in the latter case, the difference should be treated as "personal pay" to be absorbed in future increases in pay.

(B) For Government servants whose present emoluments do not exceed Rs.400

- (i) The initial pay of such an employee should be fixed at the stage next above the aggregate of the "present emoluments" and a sum of Rs.5 subject to the conditions that—
 - (a) if the aggregate of the "present emoluments" and the sum of Rs.5 is less than the minimum of the new scale, the pay in the new scale should be fixed at the minimum;
 - (b) if the "present emoluments" alone is equal to or higher than the maximum, the pay in the new scale should be fixed, at the maximum and in the latter case, the difference should be treated as "personal pay" to be absorbed in future increases in pay; and
 - (c) if the aggregate of the "present emoluments" and the sum of Rs.5 is equal to or higher than the maximum, the pay in the new scale should be fixed at the maximum.

4. It is to be made clear that every one in service on the date immediately preceding the date of introduction of the new scales may exercise option, by a specified date, to remain on the present scale of pay. The revised scales should apply to everyone who does not exercise such option. The option should remain in force for a limited period. Thus, each of the existing incumbents may, subject to the conditions mentioned in paragraph 5, be allowed option to retain his present scale of pay until he earns his next or subsequent increments in his present scale, or until he vacates his post

twenty years and necessary adjustments took place on the basis of these changes, continually producing newer inter-relations. To try to undo such adjustments is to attempt the impossible and to open the door for many inequities and hardships. Further, this principle will operate against the good men who have been promoted from scale to scale. It is those, who failed to earn any promotion and stayed on the same scale for long years, hope to get the maximum benefit. Even in their cases the benefits will be arbitrarily and inequitably distributed and in some case the hope will prove illusory.

3. Though we are against using past period as a booster, we are not against obtaining the boosting effect in the case of Government servants by the use of other factors which would produce equitable results, would be easy of application and are financially acceptable. We propose to use three factors for the purpose. They are—

- (i) The amounts of Dearness Allowance and Compensatory Allowance for expensiveness of living; discussed in paragraphs 2 and 3 of Chapter 4;
- (ii) Allowing the benefit of the next higher stage in the new scale; and
- (iii) Ensuring a minimum increase of Rs.6 per month over the present emoluments (as defined hereafter) of Government servants in the lower grades.

For this purpose, we propose to divide Government servants into three groups on the basis of their present emoluments. Those now drawing pay above Rs.1,100 or the aggregate of whose basic pay and the Dearness allowance exceeds Rs.1,100 should get the benefit of the second factor only, viz., the next higher stage but not of the other two factors, viz., the Dearness Allowance and the minimum increase. Those whose present emoluments rise above Rs.400 but do not exceed Rs.1,100 should have the benefit of the first and the second factors. In their case, the third factor is unnecessary as the rate of increment in their new scales is above Rs.5 and everybody is being given the option to come over to the new scale after earning an increment in the present scale. The remaining group, viz., those whose present emoluments do not rise above Rs.400 should have the benefit of all the three factors. On this basis, our recommendations are as follows:

(a) In this paragraph "present emoluments" of a Government servant should mean—

- (i) in the case of Government servants whose basic pay (excluding Dearness Allowance) exceeds Rs.1,100. Basic pay only.
- (ii) in the case of Government servants, the aggregate of whose basic pay and Dearness Allowance exceeds Rs.1,100. Basic pay and such amount of Dearness Allowance by which the basic pay falls short of Rs.1,100.
- (iii) in the case of Government servants, the aggregate of whose basic pay and the Dearness Allowance is Rs.1,100 or below. Basic pay, Dearness Allowance, Cash Allowance in lieu of subsidised food, if any, and Compensatory Allowance for expensiveness of living discussed in paragraphs 2 and 3 of Chapter 4.

- (b) Every Government servant should, unless he elects to retain his present pay in accordance with the provisions mentioned in paragraph 4 below, draw pay in the new scale—
- (i) with effect from the date of its introduction; or
- (ii) if he be in service on the date immediately preceding the date of its introduction, at his option after earning an increment in the present time scale of the service or post held on the date immediately preceding the date of the introduction.
- (c) The initial pay of a Government servant in the new scale should be fixed in the manner as indicated below:

(A) For Government servants whose present emoluments exceed Rs.400

- (i) The initial pay of such a Government servant should be fixed in the new scale at the stage next above his "present emoluments" subject to the conditions that
 - (a) if the "present emoluments" is less than the minimum of the new scale, the pay in the new scale should be fixed at the minimum; and
 - (b) if the "present emoluments" is equal to or higher than the maximum of the new scale, the pay in the new scale should be fixed at the maximum and in the latter case, the difference should be treated as "personal pay" to be absorbed in future increases in pay.

(B) For Government servants whose present emoluments do not exceed Rs.400

- (i) The initial pay of such an employee should be fixed at the stage next above the aggregate of the "present emoluments" and a sum of Rs.5 subject to the conditions that—
 - (a) if the aggregate of the "present emoluments" and the sum of Rs.5 is less than the minimum of the new scale, the pay in the new scale should be fixed at the minimum;
 - (b) if the "present emoluments" alone is equal to or higher than the maximum, the pay in the new scale should be fixed, at the maximum and in the latter case, the difference should be treated as "personal pay" to be absorbed in future increases in pay; and
 - (c) if the aggregate of the "present emoluments" and the sum of Rs.5 is equal to or higher than the maximum, the pay in the new scale should be fixed at the maximum.

4. It is to be made clear that every one in service on the date immediately preceding the date of introduction of the new scales may exercise option, by a specified date, to remain on the present scale of pay. The revised scales should apply to everyone who does not exercise such option. The option should remain in force for a limited period. Thus, each of the existing incumbents may, subject to the conditions mentioned in paragraph 5, be allowed option to retain his present scale of pay until he earns his next or subsequent increments in his present scale, or until he vacates his post

or ceases to draw pay in that time scale of pay. The option to retain the present scale of pay should be exercised in respect of the present scale of pay of one post only, viz.,—

- (a) For a person having no lien on any substantive post under Government—in respect of the present scale of pay of the post held by him on the date immediately preceding the date of introduction of the new scale; and
- (b) For a person having lien or suspended lien on any post under Government—either in respect of the present scale of pay of the substantive post or of the officiating post, if any, held on the date immediately preceding the date of introduction of the new scales.

Thus a permanent Government servant who retains the present scale of pay in respect of his officiating post, will be immediately brought over to the new scale in respect of his permanent post and *vice versa*.

5. As a result of our recommendations, all future recruits on or after the date of introduction of the new scales should draw pay in the new scales (without any Dearness Allowance). Of the Government servants in service on the date immediately preceding the date of introduction of the new scales, some may exercise option to remain on the present scale and others will come on the new scales either from the date of their introduction or from a subsequent date.

In our earlier recommendations, we have suggested that there should no longer be any Dearness Allowance beyond Rs.1,100 for officers already in service drawing pay above Rs.1,100 or where the pay and Dearness Allowance taken together exceed Rs.1,100. Consequently, such officers whether retaining their present emoluments or electing to come over to the new scales may have an immediate drop in their emoluments. In order that there may not be any undue hardship on them, we suggest that the amount of Dearness Allowance drawn by such officers on the date immediately preceding the date of issue of the order introducing the new scales should, with effect from the 1st day of the month following the date of issue of such order, be withdrawn by stages as shown below:

1st year	... 1/3rd.
2nd year	... 1/3rd.
3rd year	... Balance.

As to Government servants whose remuneration (inclusive of Dearness Allowance) is Rs.1,100 and below, electing to remain on the present emoluments, their existing rates of Dearness Allowance should continue for the period of the validity of the option subject to the condition that the aggregate of the pay and the Dearness Allowance should not in any case exceed Rs.1,100. In addition, Cash Allowance in lieu of the subsidised food should be drawn by them for the same period at the existing rates, where so admissible.

6. We recommend that the revised rates of pay should be given effect to as from the beginning of the current financial year, i.e., as from 1st April 1961.

CHAPTER 7**AMENITIES****I.—Medical Facilities**

The medical facilities at present available to State Government servants are shown in the table below:

Table

Medical facilities for officers posted at—

	Calcutta.	Places outside Calcutta.
Gazetted Government Servants—		
Self ..	Free medical advice both at the residence and at the consulting room of the Presidency Surgeons.	Free medical advice both at the residence and at the consulting room of the District Medical Officers.
Family	Free medical advice at the consulting room.	Free medical advice at the consulting room only.
Non-Gazetted Government Servants—		
(a) On pay above Rs.250 p.m.—		
Self ..	Free advice both at the residence and at the dispensary by the Medical Officer, Writers' Buildings.	Free medical advice both at the residence and at the offices of the Medical Officers.
Family	Nil	Free medical advice at the offices of the Medical Officers.
(b) On pay of Rs.250 p.m. and below—		
Self ..	Free advice both at the residence and at the dispensary by the Medical Officer, Writers' Buildings.	Free medical advice at the offices of the Medical Officers.
Family	Nil	Nil.

Medical facilities for officers posted at—

	Calcutta.	Places outside Calcutta.
3. Pathological and Bacteriological Tests.	Free	.. Free.
4. Cardiographic Examination.	Rs.3 per case.	.. Rs.3 per case.
5. X-Ray Examination ..	Rs.5 for each type of examination, irrespective of the number of plates.	Rs.5 for each type of examination, irrespective of the number of plates.
6. Ordinary Medicine	Free from the Writers' Buildings Dispensary.	Free from the hospital, Health Centres, etc.
7. Special Medicine	Charged for	.. Charged for.

The term "family" mentioned above means an officer's wife legitimate children and step-children residing with and wholly dependent on him.

2. The Service Associations and almost all official witnesses who appeared before us stated that the existing medical facilities were too inadequate. Their complaint was two-fold; first, the rules did not provide all the facilities they should have, and secondly, they did not even get the facilities provided in the rules as the facilities actually provided were inadequate in relation to requirement and medical officers were often otherwise busy. The Director of Health Services agrees that an immediate improvement is necessary. The two major Political Parties, viz., the Communist Party of India and the Proja Socialist Party who were good enough to give us the benefit of their views, have also supported provision of special medical facilities for the Government servants. Several witnesses, including the Proja Socialist Party have suggested the introduction of a Contributory Health Service Scheme as in New Delhi.

In view of this unanimity of opinion on the subject, we need not go in details into the question of justification of special medical facilities for Government servants, the need for which has now come to be accepted by all. Our discussion below, therefore, relates mainly to the practical aspect of the question, viz., how far we can go in this respect.

3. The Department of Health sent us a scheme (*vide* Appendix "G") which provides for domiciliary and out-patient Department treatment of Government servants and their families, free of cost—

- (a) in Calcutta, through a network of Clinics to be set up in different parts of the city; and
- (b) in Mofassils, through the existing Government Hospitals, Health Centres or Clinics with additional medical officers, where necessary.

The number of Clinics necessary for Calcutta will be calculated on the basis of the number of Government servants in Calcutta and the incidence of sickness. Adequate arrangements for hospitalisation would according to this scheme be made in the long run by providing separate hospitals or wings in the existing or new general hospitals. For this purpose, the total

number of beds required for Government servants working all over the State has been calculated to be 1,600 (including T.B., infectious and general). Of this number, the number of beds required for Government servants and their families in Calcutta would be about 480. In addition, there should be provision of about two to three hundred more beds in Calcutta for patients sent up from the outlying areas for specialist treatment. In other words, a provision of 700 to 800 new beds has been suggested at Calcutta and the balance of 800 to 900 beds outside Calcutta. For the present, they propose indoor treatment of the Government servants and their families in the existing hospital beds and to give them all facilities available in the hospitals (including special drugs and diagnostic methods such as X-Ray, Electrocardiograph, Pathological and Bacteriological examinations, supply of blood, surgical operation, labour room, etc.) free of all costs. In addition, the Government servants and their families will be exempted from paying 50 per cent. of the bed rent or the Cabin rent when admitted to a paying ward or in a Cabin.

4 Now, the previous experience in this respect shows that mere issue of orders or rules making certain facilities admissible does not actually make them available. Many facilities are at present admissible under the rules. But they are not actually available on account of the utter inadequacy of the facilities. Already the pressure on hospitals in Calcutta is too high and to suggest that Government employees in Calcutta with their families are entitled to free medical treatment at the existing hospitals would in effect hardly confer any real benefit.

In this State, there is a large concentration of Government servants in and around Calcutta. About 30 per cent. of the Government servants work in this area. This makes provision of hospital arrangement for them easier than in States where they are more dispersed. Moreover, there is a large number of young doctors coming out of the University every year in this State. These young doctors have a strong preference for work in Calcutta. The preference is so strong that in spite of dearth of doctors in other areas, there is a large number of unemployed and under-employed doctors in Calcutta who are anxious to have some opportunity of service under Government. It would be socially wasteful if these factors, viz., concentration of Government servants together with unemployed or under-employed doctors in one and the same area were not taken advantage of for immediate provision of the arrangement for hospitalisation. We are giving an estimate of the cost factor and we do not think it is prohibitive. Moreover, we understand that there is a similar scheme for domiciliary and hospital treatment of all citizens. The scheme is going to be implemented gradually under the Five-Year Plans and may be completed during the Fourth Plan. So the scheme for hospital treatment of Government servants may be considered to be a part of the bigger scheme and in any case will in due course merge into it. There are thus good grounds for implementing the hospitalisation part of the scheme also immediately and we recommend accordingly.

5. To summarise, we recommend immediate provision of facilities both for (1) domiciliary and out-patient Department treatment, and (2) hospitalisation whenever necessary, including maternity cases. s

The requisite number of clinics with adequate number of medical officers should be set up in different parts of Calcutta for carrying out the necessary domiciliary and out-patient Department treatment of Government servants. When necessary, these doctors will arrange for hospitalisation of cases in beds. For this purpose, 500 beds for Government servants and their families in Calcutta (with a few hundred extra—say 200, for patients sent

from outlying areas for specialist treatment) should be set up in or around Calcutta in one separate hospital or more. The same work for Government servants in other areas should be done through the existing Government hospitals, health centres or clinics, with additional beds set up and additional medical officers appointed for the purpose.

6. We have roughly calculated the cost of the scheme including the opening of a 700-bedded hospital in Calcutta. On the basis of the accepted formula in the Department of Health, the per capita cost (including interest charges at 4 per cent. of the total capital cost) for the treatment of Government servants and their families consisting of wife and two children works out for each Government servant at—

- (a) Rs.50 per annum for hospital treatment; and
- (b) Rs.41 per annum for out-door and domiciliary treatment or Rs.91 in all. Allowing some increase on this, the per capita cost for each Government servant may be taken at Rs.100 per annum, or Rs.8 per month. This is a very rough calculation. On this basis for 2 lakhs 12 thousand Government employees, the total annual cost comes to Rs.2 crores 12 lakhs. Government will have to examine the Health Department's Scheme in all its aspects before adoption.

We consider that the service provided under the Scheme recommended goes the longest way possible now and is in many respects more liberal than the Contributory Scheme adopted by the Government of India for their own employees in New Delhi. The service is substantial enough to justify a small charge on the Government servants according to their ability. In fact, payment of a charge, however small, is necessary to make them take such interest in the scheme as is essential for its smooth working. The cost to Government is Rs.8 per month for each Government servant and we recommend levy of the charge at the following monthly rates:

	Monthly rates.
For Government servants drawing pay not exceeding Rs.100	50 nP.
Rs. 101—250	Rs. 1
Rs. 251—500	Rs.2
Rs. 501 - 1,000	Rs.4
Above Rs.1,000	Rs.8

The annual contribution received from Government servants is about 4.50 lakhs per year or .63 nP. per month per Government servant. Deducting this recovery from the total cost, the net expenditure of Government comes to Rs.2 crores and 7½ lakhs or say Rs.2 crores in round figures. The levy of the charge should begin as from the date on which the facilities are made available in full—not before. We do not think any charge for each visit by the doctor need be made.

II.—Educational facilities

7. While medical requirements of all Government servants can be reduced to a fairly common standard and organised accordingly, educational requirements of children of Government servants cannot, except at the elementary stage, be reduced to any common standard. Even the children of the same Government servant may require highly different types of education. Education is primarily a matter of individual aptitude and

choice; and no common pattern is possible. Government will provide free primary education for all children up to the age of 11 during the Third Five-Year Plan. Educational facilities are available almost everywhere in the State. Government also provide a large number of stipends and scholarships for promising boys and girls and anyone who is meritorious enough to benefit well by higher education and is poor can avail himself of them. Special facilities for children of Government servants do not in these circumstances appear to us to be either desirable or practicable to organise. We therefore make no recommendation in this respect. We understand that there are special orders of the Education Department to make some special consideration in admitting to school boys of Government servants newly transferred to a station. We also suggest that mid-session transfers may be avoided as far as practicable.

III.—Housing Facilities

8. It has been represented to us that much difficulty is experienced by Government employees in securing suitable accommodation at reasonable rents at or near their places of duty, particularly when one is posted or transferred to a new station. The problem of housing shortage is noticed not only in big cities like Calcutta but also in district and subdivisional towns and in other localities, where there is concentration of Government employees. In recent years, there has been a considerable shift of population from rural to urban areas. This process is likely to continue and to get accelerated as industrialization proceeds apace. We therefore suggest that Government may undertake as far as practicable an intensive house-building programme either directly or through private enterprise. Improvement Trusts, Corporations, Co-operative Societies, etc., may also help in this respect. We further suggest that in order to reduce pressure on residential accommodation, the less important Government offices in Calcutta and other congested towns should be shifted to less congested areas. Though we are not making any specific recommendation in this respect we think there is a fairly large scope for such shifting. In several cases, such shifting will take the offices near their place of work and to that extent is likely to increase the efficiency of service.

IV.—Travel Concessions

9. Calcutta is now the dominant centre in the social and economic life of the State. The geographical features of the State are however such that some districts are now difficult of access from Calcutta. We understand that as a result transfer to such districts has become unpopular. In order to allow relief in such cases, we recommend that such of the employees in the said areas as are liable to transfer in the normal course of their service and whose places of work are at a distance of 250 miles or above from Calcutta, should, while enjoying leave on average pay at places outside their headquarters, be allowed for journeys out and back from the places of their work, actual railway fare of the class to which they are entitled for self and the family who actually accompany them, subject to the conditions that—

(a) the concession will not be admissible for more than once in a year; and

(b) the amount of actual railway fares claimed will not, in any case, exceed that admissible for journeys from the places of work to Calcutta and back,

V.—Canteen Facilities

10. Where there is a concentration of a large number of Government servants in an office and there is a real demand for such facilities, Government may as far as practicable provide free accommodation for a canteen to be run on co-operative basis by the staff themselves, so that the food supplied may be cheap, wholesome and suited to their tastes.

VI.—Miscellaneous Amenities

11. We suggest the following additional welfare measures for consideration by Government—

- (1) Promotion of Co-operative Societies (both credit and consumers'), the administration helping the Societies by giving them accommodation, where available, at nominal rent;
- (2) Promotion of cultural and recreation activities such as sports, games, dramatic performances, etc.

PART II

Services and Posts Common to many Departments

CHAPTER 8

Accounts Staff

In offices in general, the Lower Accounts staff dealing mostly with establishment matters, are borne on the Clerical Cadres—Lower, Upper or Supervisory. Our recommendations for the General Clerical staff (Chapter 13) are applicable to them. In this Chapter we propose to discuss the Accounts staff, both Gazetted and Non-Gazetted, which are either organised differently or are peculiar to a Department.

2. The Accounts Offices, which we proceed to discuss below, are broadly of two types: one dealing with establishment accounts and the other with trading accounts. The staff in the former are comparable to the clerical staff and their supervisory officers, their strength and organisation depending on the volume of transactions. Offices dealing with trading accounts require the services of Chartered Accountants, Cost Accountants or of experienced officers on deputation from the Accountant-General in addition to the general staff. The volume of transaction, complexity of accounts, together with the need for internal audit, determine the strength and organisation of these offices. Besides, there are a few isolated Chartered Accountants in different Departments such as Finance, Labour, Commerce and Industry, etc., to help the Departments concerned in dealing with matters relating to private trade or industry or public undertakings. With the growth of developmental expenditure and of commercial undertakings in the public sector, the number of such posts is on the increase. It is high time that these isolated posts should be organised into a State Audit and Accounts Service to be operated centrally under the Finance Department. This will largely remove the difficulty of recruitment of qualified candidates to isolated posts and will minimise the pressure on the Accountant-General for lending staff on deputation.

Secretariat Accounts Branch, Writers' Buildings

3. The Secretariat Accounts Branch (Writers' Buildings) is the centralised Drawing and Disbursing Office for about 4,000 Government servants in Secretariat Offices and the amount disbursed annually exceeds Rs.1 crore. The organisation is as follows:—

Designation.	Number of posts.	Scale of pay.
Gazetted		Rs.
Accounts Officer	1	250—25—850
Junior Accounts Officer ..	1	300—20—400 <i>plus</i> Sr of Rs.50.
Non-Gazetted		
Accountant, Additional Accountant		300—20—400
Junior Accountants		250—10—350
Assistant Accountants ..	20	200—10—300
Lower Division Clerks ..		80—4—160—5—180

There is direct recruitment only to the lowest posts, viz., Lower Division Clerks and all the Upper and Supervisory posts are filled up by promotion.

The pay of the Accounts Officer has been on the scale of Registrars in the Secretariat. For the latter we have suggested a scale of 325—30—475—35—1,000. We recommend this scale for the Accounts Officer also. For Junior Accounts Officer we recommend the scale 500—25—550—30—700 (without any Special Pay) which we have proposed elsewhere for promoted Accounts Officers in offices outside Secretariat.

As to the Non-Gazetted posts, we are to mention that the status and responsibilities of the (1) Accountant and Junior Accountants, and (2) the Assistant Accountants are comparable respectively to those of the Supervisory and the Upper Grade Clerks in offices where direct recruitment is made only in the Lower Grade posts and posts in the higher grades are filled up entirely by promotion. Consistently with the principle suggested in the Chapter dealing with the General Clerical Staff, we recommend that the number of Supervisory posts and their pay scales should be as follows:

Name of the posts.	Number of posts.	Proposed scales.	Rs.
Accountant	1	350—25—525.	
Junior Accountants	3	300—20—400—25—450.	
	3	250—15—400.	

For the Assistant Accountants, we suggest the scale of Upper Division Clerks, viz., 200—10—300. Regarding the Lower Grade Clerks, we suggest the scale 125—3—140—4—200.

Food, Relief and Supplies (Food and Supplies) Department

4. The Accounts offices under the Food, Relief and Supplies (Food and Supplies) Department are of two types, one dealing with Establishment Accounts and the other with Commercial Accounts.

5. *Establishment Accounts.*—The two principal pay offices are (1) Secretariat Accounts Branch under an Assistant Secretary working part-time and (2) Accounts Section, Distribution Branch, Directorate of Food, under a Gazetted Officer on 200—450—a post usually filled up by a Sub-Deputy Collector. The work load of the two offices, when compared with that of the Secretariat Accounts Branch, Writers' Buildings, is as follows:

				Department of Food, Relief and Supplies (Food and Supplies).	Writers' Buildings.	
				Secretariat Accounts.	Accounts Section, Distribution Branch.	Secretariat Accounts.
Average disbursement in a month ..				Rs.3.26 lakhs.	Rs.2.01 lakhs.	Rs.8.8 lakhs.
Number of staff paid from Accounts Office				1,763	1,306	3,817
Number of bills drawn in the year 1959-60				3,436	3,472	10,111
Total strength (Clerical)—						
(a) Accounts				32	49	68
(b) Cash				9	15	6
				41	64	74

It will appear from the above statement that the number of staff employed in the two Accounts Sections under the Department of Food, Relief and Supplies (Food and Supplies) exceeds that in the Secretariat Accounts (Writers' Buildings) by about 40 per cent. although the volume of work in the former offices taken together is roughly 70 per cent. of the work done in the Secretariat Accounts (Writers' Buildings).

We, therefore, consider that there is ample scope for economy and suggest that the two offices of the Food, Relief and Supplies (Food and Supplies) Department be amalgamated and the staff reduced, bearing a reasonable ratio to the volume of work and the number of staff in the Secretariat Accounts (Writers' Buildings).

6. The Subordinate staff now in the two offices are—

Name of the posts.	Secretariat Accounts Branch.	Accounts Office, Directorate of Food.	Scale of pay.
			Rs.
Head/Chief Accountant ..	1	1	300—10—400.
Accountant ..	1	..	250—5—300.
Assistant Accountant ..	2	..	200—5—250.
Bill Superintendent	1	150—10—250.
Other Clerical Staff ..	28	47	{ 130—5—180. 70—150.

As in the Secretariat Accounts Branch, Writers' Buildings, recruitment to the Lower Grade posts in the two offices of the Food, Relief and Supplies (Food and Supplies) Department is direct, posts in the Higher Grades being filled up by promotion. Following the principle adopted for the Secretariat Accounts Branch, Writers' Buildings, we recommend that the number of Supervisory posts and their pay scales should be as follows:

Name of the posts.	Number of posts.	Proposed scales
		Rs.
Head/Chief Accountant —	1	300—20—400—25—450.
Accountants	2	250—15—400.

For the Assistant Accountants on 200—250, Bill Superintendent on 150—250 and the clerks on 130—180, we suggest the scale 200—10—300 and for the clerks on 70—150, the scale 125—3—140—4—200.

There is also another Accounts Office under the Directorate of Transportation dealing with the establishment of Lake Garage and Workshop. It is under the charge of a Special Officer (Non-Gazetted) on 200—450. We suggest for him pay in the scale 250—15—550.

7. *Commercial Accountants.*—The two principal offices which deal mainly with the commercial accounts of the Department are (1) the Controller of Finance, and (2) the Audit and Accounts Section and Permit Section of the Directorate of Food.

8. The office of the Controller of Finance maintains centrally the Trading Accounts and prepares the Profit and Loss Accounts of the Department. It has its own pay office both for establishment and trading bills. Its staff, their number, pay scales and the methods of recruitment are as follows:

Name of the posts.	Method of recruitment.	Number of posts.	Existing Emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
(a) Gazetted					
Controller of Finance	Usually held by an officer of the Indian Audit and Accounts Service.	1
Deputy Controller of Finance.	Either held by an Assistant Accounts Officer from Accountant-General, West Bengal or by promotion of Assistant Controller.	1	250—750	60—131	310—881
Assistant Controllers of Finance.	(1) 50 per cent. by direct recruitment of Chartered Accountants or of officers who have passed the Subordinate Accounts Service examination conducted by the Auditor-General of India. (2) 50 per cent. by promotion from office.	4	250—750	60—131	310—881
(b) Subordinate					
Administrative Officer	By direct recruitment or by promotion from office.	1	200—450	55—79	255—529
Commercial Accountant.	By direct recruitment of candidates with a degree in commerce with Advanced Accountancy and Auditing.	1	300—400	65—70	365—470
Superintendent	.. By promotion from lower posts in the office.	1	275—375	65—70	340—445
Senior Accountants	.. By promotion from lower posts in the office.	11	250—300	60—65	310—365
Accountants	.. By promotion from lower posts in the office.	6	150—250	50—60	200—310

In addition, there are Head Clerks, Upper Division Clerks and Lower Division Clerks, whose cases are governed by our recommendations for the Clerical Staff (General) in Chapter B.

It will appear from the above that the Deputy and the Assistant Controllers are now on the same scale of pay. The anomaly in having the same pay scale for the two posts has not been felt so long because the post of Deputy Controller has always been held by an Assistant

Accounts Officer on deputation from the Accountant-General, West Bengal. We, however, think that this anomaly should not continue.

Our recommendations are thus as follows:

(a) *Deputy Controller*.—The existing incumbent is on deputation from the office of the Deputy Accountant-General, Posts and Telegraphs, on his grade pay plus a Special Pay. We suggest that the post be included in the cadre of the "State Audit and Accounts Service" proposed in paragraph 2. Pending such action, the Deputy Controller, if any recruited from outside, should be on the scale 300—30—900.

(b) *Assistant Controllers*.—As suggested in the case of the Deputy Controller, these posts should also be included in the cadre of the proposed "State Audit and Accounts Service" on the scale 250—15—550, the interest of the present incumbents being safeguarded.

(c) For the *Controller of Finance*, we recommend the scale 1,100—60—1,400 for promotees or for direct recruits, if any.

As to the Subordinate posts, we suggest for the Administrative Officer pay in the scale 250—15—550. The Commercial Accountant is a B.Com. and we suggest for him pay scale as follows:

(a) if having no previous experience—Pay as for ordinary Lower Division Clerks, viz., 125—3—140—4—200; and

(b) with experience of work in commercial accounts of at least 5 years at the time of appointment, 200—10—400.

The others should be treated on the same basis as for clerks in offices outside the Secretariat (Chapter 13) and their pay scales fixed accordingly.

9. *The Audit and Accounts Section and the Permit Section*.—These sections are under the charge of 1 Chief Accounting Officer and 1 Special Officer (Permit) whose duties are to build up the primary accounts of sales in Calcutta area after conducting internal audit of the same. These posts are filled up by transfer from the West Bengal Civil Service and the West Bengal Junior Civil Service respectively. This arrangement may continue but no special pay should be attached to any of the posts and we recommend accordingly.

Other Offices

10. The distribution of staff in different scales and other allied matters are as follows:

Item No.	Names of the posts.	Method of recruitment.	Number of posts.	Existing Emoluments.		
				Basic scale.	Dearness allowance and Food allowance.	Total.
				Rs.	Rs.	Rs.
1	Assistant Milk Commissioner (Accounts), Office of the Milk Commissioner.	By direct recruitment of Chartered Accountants or of persons who have passed the Subordinate Accounts Service Examination conducted by the Auditor-General of India. Graduates with 5 years' experience of Cost or Commercial Accounts are eligible for appointment.	1	250—750	00—131	310—881

Item No.	Names of the posts.	Method of recruitment.	Number of posts.	Existing Emoluments.		
				Basic scale.	Dearness allowance and Food allowance.	Total.
				Rs.	Rs.	Rs.
2	Cost Accountant, Office of the Milk Commissioner.	B. Com., with experience in Cost Accountancy.	1	200—300	55 - 65	255 365
3	Accounts Officer, Office of the Director of Health Services.	Filled up by promotion of Head Clerks or Upper Division Clerks.	1	250 - 750	60 131	310- 881
4	Accounts Officer, Medical College Hospital.	Recruitment qualification not yet fixed.	1	200- 450	55 79	255 - 529
5	Assistant Accounts Officer, Office of the Director of Public Instruction.	Filled up by promotion from Head Clerks, etc.	1	400- 600	70 105	470 705
6	Accounts Officer, Office of Director of Cinchona.	Chartered Accountant.	1	300—400	65- 70	365 470
7	Commercial Accountant, Office of the Commissioner of Labour.	Chartered Accountant.	1	400—500	70— 88	470 588
8	Commercial Accountant, Finance Department.	Chartered Accountant.	1	400— 500	70 88	470 588
9	Accounts Officer, Wood Industries, Directorate of Industries.	Commerce Graduate	1	200—450	55— 79	255 529
10	Inspector of Accounts, Office of the Director of Health Services.	By promotion from Clerical staff.	1	250—300	60 - 65	310 365
11	Accountant, Central Engineering Organisation.	Commerce Graduate or by promotion from Lower Division Clerks.	1	125- 250	50 - 60	175 310
12	Chief Accountant, Bengal Engineering College.	By promotion of Accountants.	1	250—350	60- 70	310 -420

11. The Accounts staff mentioned above can thus be broadly classified as follows :

- (a) Staff recruited direct from amongst the Chartered Accountants or persons having experience in Commercial Accounts for holding administrative charge in big Commercial organisations.

- (b) Staff recruited direct from amongst the Chartered Accountants to help administration to inspect the accounts of various commercial and semi-commercial organisations run by Government and also of private agencies as and when required.
- (c) Commerce Graduates with experience in Costing or Accountancy.
- (d) Officers (Gazetted) dealing with establishment accounts and promoted from amongst the Head Clerks or Senior Clerks in office; and
- (e) Staff dealing with establishment accounts and promoted from the posts of Lower Division or Upper Division Clerks in the office.

Having regard to the duties and recruitment qualifications of the posts, we suggest for each of the above categories pay scales as follows:

Category (a)—300—30—900;

Category (b)—250—15—550;

Category (c)—

(1) 200—10—400 for those with at least 5 years' experience in Commercial Accounts; otherwise

(2) 125—3—140—4—200, the same scale as for Lower Division Clerks.

Category (d)—500—25—550—30—700, i.e., the pay scale which we have suggested for the Registrars and Personal Assistants and Administrative Officers (Gazetted) in offices outside the Secretariat; and

Category (e)—Should be considered along with the pay scales of the "General Clerical Staff" (Chapter 13).

In short, our recommendations in respect of the items in paragraph 10 are as follows:

Item 1 300—30—900.
Items 2 and 9 200—10—400 for those with at least 5 years' experience in Commercial Accounts at the time of appointment; and 125—3—140—4—200 for others.
Items 3 and 5 500—25—550—30—700.
Item 4 The recruitment qualifications should be fixed and the pay scales decided in accordance with the pattern suggested here.
Items 6, 7 and 8 250—15—550.
Items 10, 12 and 13 Should be considered along with the pay scales of the "General Clerical Staff" (in Chapter 13).
Item 11 Pay scales as against Item Nos. 2 and 9 when filled up by Commerce Graduates; otherwise pay scale as for "General Clerical Staff."

State Audit and Accounts Service

12. In our recommendation regarding the pay scale of the Chief Auditor, Co-operative Societies under the Department of Co-operation, we have suggested that the post should be included in the proposed "State Audit and Accounts Service" to be operated centrally under the Department of Finance

(*vide* paragraph 2). It will also be observed from the preceding paragraph that there are at present, in different departments, posts which require the services of Chartered or Cost Accountants and Commerce Graduates with experience. For convenience, the details of the existing posts with the proposed pay scales are given in the table below:

TABLE

Name of the posts.	Recruitment qualifications.	Number of posts.	Proposed scales.
			Ra.
1. Controller of Finance, Department of Food, Relief and Supplies.	1	1,100-60-1,400
2. Chief Auditor, Co-operative Societies, Department of Co-operation.	Chartered Accountant	1	400-40-1,000-50-1,250.
3. Deputy Controller of Finance, Department of Food, Relief and Supplies.		1	300-30-900
4. Assistant Milk Commissioner	Chartered Accountant	1	300-30-900
5. Assistant Controller of Finance, Department of Food, Relief and Supplies.	Chartered Accountant	4	250-15-550
6. Accounts Officer, Directorate of Cinchona.	Chartered Accountant	1	250-15-550
7. Commercial Accountant, Office of the Commissioner of Labour	Chartered Accountant	1	250-15-550
8. Commercial Accountant Finance Department.	Chartered Accountant	1	250-15-550
9. Cost Accountant, Office of the Milk Commissioner.	B.Com. with experience in Cost Accountancy.	1	}
10. Accounts Officer, Wood Industries.	Commerce Graduate	1	} (1) For those with at least 5 years' experience in Commercial Accounts-200-10-400
11. Commercial Accountant, Office of the Controller of Finance.	Commerce Graduate with Advanced Accountancy.	1	(2) Others-125-3-140-4-200.

We suggest that there should be three Audit and Accounts Services, viz.,—

- (1) Higher Audit and Accounts Service comprising the posts in Items 1 and 2;
- (2) State Audit and Accounts Service with the posts in Items 3 and 4; and
- (3) Junior Audit and Accounts Service with the posts in Items 5 to 8.

The posts in Items 9 to 11 should be in the Subordinate Service. There should be prospects of promotion from each service to the next higher.

Posts of this class are likely to increase in number with the progress of the Plans. As they so increase, they may be brought on one of these cadres as may be considered appropriate.

Senior Accounts Clerks in the Engineering Offices

13. They are now on 80—4—160—5—180. Their duties include maintenance of work accounts for which, by arrangement special to the Engineering Establishment, they are under the administrative control of the Accountant-General. Very few of them may become Divisional Accountants after competing with the Upper Division Clerks of the Audit Office in the Divisional Test Examination. The Accountant-General has suggested that their scale may be raised to 130—5—160—8—192—E.B.—8—240—E.B.—8—280 inclusive of Dearness Allowance. The West Bengal Divisional Accountants' Association has suggested that their scale may be 120—8—160—10—250 with a Selection Grade of 160—20—300. Consistently with the pattern of pay scales adopted by us we recommend that there should be two grades for the Senior Accounts Clerks—one on 125—3—140—4—200 and the other on 200—10—300, the number of posts in the Higher Grade being fixed at 10 per cent. of the total cadre.

CHAPTER 9

Artists

Excluding the Artists employed in the Departments of Health, Publicity and Education, which have been dealt with separately in the Chapters concerning the Departments the distribution of the staff employed in the other offices on the various scales and their designation are shown in the Table below :

TABLE

	Existing Emoluments.			Number of posts.	Designation.
	Basic scale.	Dearness Allowance and Food Allowance.	Total.		
	Rs.	Rs.	Rs.		
1.	150—400	50—70	200—470	1	Artist, Ceramic Institute.
2.	150—300	50—65	200—365	2	Artist-cum-Model Maker, Office of the Government Architect.
3.	100—200	45—55	145—255	5	Artists, Bengal Veterinary College, Office of the Economic Botanist, etc.
4.	80—180	45—55	125—235	1	Artist Designer, Ceramic Institute.
5.	70—150	45—50	115—200	2	Artists, Fisheries Directorate and Artist Designer, Berhampore Textile Institute.
6.	90—130	45—50	135—180	1	Artist Designer, Central Workshop, Pagladanga.
7.	50—80	35—45	85—125	1	Assistant Artist, Office of the Economic Botanist.
8.	50—75	35—45	85—120	1	Artist, Indian Botanic Gardens.

The recruitment qualification in most cases is a pass certificate from the Government College of Art, and in a few cases no certificate from any professional institution is required. We think that the pay scales of these persons should be correlated to their recruitment qualifications. As suggested in the case of Draftsmen and Surveyors, we recommend that all posts now on the scales 100—200, 80—180, 70—150, 90—130, 50—80, and 50—75 should carry pay scales as follows :

- (i) For persons for whom the prescribed recruitment qualification is a pass certificate from Government College of Art—150—3—250.
- (ii) For persons for whom the prescribed recruitment qualification is Matriculation or its equivalent and practical experience—125—3—140—4—200.
- (iii) Others with practical experience only—100—3—136—4—140.

For the posts on the remaining scales 150—400 and 150—300, we suggest the scale 200—10—400.

CHAPTER 10

Audit Staff

Posts to which direct recruitment is usually made, their recruitment qualifications and pay scales are shown in the Table below :

Table

Name of the posts.	Recruitment qualifications.	Number of posts.	Present Emoluments.		
			Basic scale.	Dearness allowance, and Food allowance.	Total.
			Rs.	Rs.	Rs.
Divisional Auditors, Board of Revenue.	Graduates (i.e., the same qualification as for the Inspectors of Co-operative Societies).	10	250—350	60—70	310—420
Auditor, Office of Deputy Director, Marketing (under Director of Industries).	Ditto ..	1	150—300	50—65	200—365
Auditor, Office of Official Receiver.	Intermediate in Arts or Science (i.e., the same qualification as for the Auditors of Co-operative Societies).	2	150—210	50—60	200—270
Assistant Auditors, Board of Revenue.	Ditto ..	10	100—175	45—55	145—230

In the Food and Supplies Branch of the Department of Food, Relief and Supplies, some posts of Auditors are filled up by transfer of Inspectors. The rest are all filled up by promotion from the Clerical Staff.

2. Following our recommendations in respect of the Inspectors and Auditors of Co-operative Societies, we suggest for the posts on the present scales 250—350 and 150—300, pay in the scale of 200—10—400 and for those on the present scales 150—210 and 100—175, a scale 125—3—140—4—200.

CHAPTER II

Care-taking Establishment

The distribution of staff in various scales and the designation of the posts are given in the Table below:

Table

Existing emoluments.			Number of posts.	Name of posts.
Basic Scale.	Dearness Allowance and Food Allowance.	Total.		
Rs.	Rs.	Rs.		
250—350	60—70	310—420	1	Care-taker, Writers' Buildings.
200—300	55—65	255—365	1	Care-taker, New Secretariat Buildings.
200—250	55—60	255—310	1	Care-taker, Anderson House.
110—150	50—50	160—200	4	Care-takers, Free School Street, Commercial Tax Buildings, Beliaghata, etc.
90—130	45—50	135—180	3	Care-takers, Presidency College, Bengal Engineering College, etc.
125—250	50—60	175—310	1	Care-taker, Banga Bhaban, New Delhi.
80—180	45—55	125—235	1	Assistant Care-taker, Writers' Buildings.

Appointment to the post of Care-taker, Banga Bhaban, New Delhi, is made by deputation of an Overseer under the Department of Public Works on his grade pay only. In all other posts, direct recruitment is usually made.

2. We have not had any data relating to the floor-spaces in the various buildings. The number of inferior Government servants employed in some of the buildings is as follows:

Name of the Buildings.	Number of inferior Government servants.
Writers' Buildings	174
New Secretariat	107
Anderson House	68
Free School Street	77
Commercial Tax Buildings at Beliaghata ..	37
Banga Bhaban, New Delhi	33

From these figures it may be concluded that the posts of Care-takers in Writers' Buildings and the New Secretariat involve heavier responsibilities than elsewhere.

3. The services of the Care-takers are now in a "blind-alley" and we recommend that they should be brought on one cadre. The posts of Care-takers in Anderson House, Free School Street, Commercial Tax Buildings, etc., should be on a lower scale, and posts of Care-takers in Writers' Buildings and New Secretariat should be on a higher scale. The persons holding the posts in each scale should be transferable and should actually be transferred from time to time. This would go to even out conditions within each group. Posts on the higher scale should be filled up entirely by promotion of persons holding posts in the lower scale. Direct recruitment should be made only to the lower scale. Care-taker, Banga Bhaban, New Delhi, may continue to be on the Overseer's cadre, as at present. On this basis we recommend for the lower posts pay in the scale 125—3—140—4—200, and for posts of Care-takers in Writers' Buildings and the New Secretariat a short scale of 300—20—400—25—450.

It is also well worth consideration if as the existing incumbents retire or otherwise vacate the posts, the posts on the higher scale may not be brought on to the Overseer's cadre and the posts on the lower scale on the cadre of Sub-Overseers or Work Assistants as may be considered appropriate.

4. The Assistant Care-taker, Writers' Buildings, is mainly in-charge of the Central Furniture Store and is now on the pay scale allowed to Lower Division Clerks in the Secretariat. The pay scale 125—3—140—4—200 which we have recommended elsewhere for Lower Division Clerks in the Secretariat will apply in his case. He should also be eligible for promotion to the higher posts of Care-takers in Writers' Buildings and in the New Secretariat along with the Care-takers on 125—3—140—4—200.

5. *Special Pays.*—The following Special Pays are drawn:

Name of the post.	Amount of Special Pay.	Reason for granting the same.
	Rs.	
1. Care-taker, Writers' Buildings.	(1) 75	For additional supervisory work in the new annexes to the Writers' Buildings and also for maintaining a garden on the roof in flower tubs.
	(2) 75	For gardening work in the Dalhousie Square Gardens.
2. Care-taker, New Secretariat	30	For gardening work within the compound.

Item 1.—It is not correct to break down the work or responsibility of an officer into separate items to give him separate remuneration for each item. It has a deleterious effect on efficiency and morale. There should be one remuneration for the entire duty and responsibility, which may of course ebb and flow from time to time. A Care-taker's duty is clearly to look after every part of the building and the premises including any small garden on the same and we have recommended higher pay scales, having regard to the entire duties and responsibilities of the post. We, therefore, recommend abolition of the special pay of Rs.75 so long paid to him for looking after the annexes to the Writers' Buildings and for looking after the flowers in certain flower tubs in certain parts of the Building.

Regarding the other special pay of Rs.75 per mensem we understand that the entire Dalhousie Square Garden together with the Eden Gardens and the Curzon Park Gardens is under the charge of an Overseer in the establishment of the Superintendent, Indian Botanic Gardens. The Overseer himself is an expert Botanist and has under him a large number of malis to look after the gardens. We suggest that the gardening work now done by the Care-taker should be transferred to the Overseer in charge of the Calcutta Gardens and the special pay withdrawn.

Item 2.—The garden within the compound of the New Secretariat Building is too small. For reasons stated in the case of the Care-taker, Writers' Buildings, we recommend abolition of the special pay.

CHAPTER 12

Cashiers/Treasurers

Their duties are clerical in nature and the qualifications are also similar to those of clerks. But unlike other clerks, they are required to handle cash and furnish security deposits. The amount of security varies from office to office depending on the amount of the cash handled. In big offices where transactions are heavy, a Cashier is assisted by one Junior or Assistant Cashier or more, each of whom is to furnish the requisite security. The overall responsibility, however, remains with Cashier or Treasurer in charge. Ordinarily one Cashier assisted by one or more Cash Sarkars or Pay Clerks manages the Cash Section of the office.

2. The distribution of the staff among the different scales and their number are as follows:

Rs.	Scale of pay.			Number of posts.
250—450	1
275—375	2
200—300	4
200—250		2
150—250	1
150—210	5
130—180	13
110—150	13
90—130	40
80—180	7
70—150	185
55—130	60
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Besides, there are Cashiers or Treasurers in other offices who are not separately designated as such but are included in the Upper or Lower Grade cadres of the Clerical Staff.

3. The highest scale (350—10—450) is that of the Treasurer, Calcutta Collectorate, whose security deposit amounts to Rs.1 lakh. On account of the heavy security required, the post has always been filled up by direct recruitment.

In the lowest grade 55—130, recruitment is also direct; but in the intermediate grades, it is either by promotion from the lower posts or by transfer from the corresponding clerical posts though direct recruitment is sometimes resorted to in view of the security required.

4. Inclusive of dearness allowances, the present emoluments in the post of the Treasurer, Calcutta Collectorate, is 420--529. We recommend for it a scale 400—25—450—30—600.

The scale next to it (275—375) relates to the pay of—

- (a) The Treasurer in the Cash Office attached to the Secretariat Accounts Office in the Writers' Buildings.
- (b) The Treasurer in the Food and Supplies Branch of the Department of Food, Relief and Supplies.

The Treasurer in the Writers' Buildings is required to furnish cash security of Rs.10,000 and personal security of Rs.20,000. He is assisted by an Assistant Treasurer on Rs.200—10—300 and a number of Treasury Assistants. It has been represented to us that with the expansion of the different departments the volume of cash transactions has increased considerably and so also the responsibility of the Treasurer, which calls for upgrading his present scale of pay. If the volume of work has increased, the proper remedy is an increase in the Staff. We believe that such increase is sanctioned, whenever necessary. Although the Treasurer by virtue of his appointment has the overall responsibility and is answerable for the working of the Cash Section as a whole the system of appointment of Assistant or Sub-Treasurers on adequate security provides real assistance. Further, compared with other Treasurers the pay scale of the Treasurer, Writers' Buildings, cannot be said to be low. The posts of the Treasurers and Assistant Treasurers are filled up by promotion. We recommend for the Treasurer pay in the scale 350—25—525 and for the Assistant Treasurer the scale 200—10—300 (i.e., the scale which we have suggested for the Assistant Accountants.)

The Treasurer in the Food and Supplies Branch of the Department of Food, Relief and Supplies is required to furnish a security deposit of about Rs.12,000—7,000 in cash and 5,000 in personal security. He is also assisted by an Assistant Treasurer on 200—250, the amount of his security deposit being Rs.3,000 in cash and Rs.3,000 in fidelity bond. While discussing the Accounts Offices of the Food and Supplies Branch we have pointed out that there is scope for economy and have suggested that the Secretariat Accounts Office and the Accounts Office of the Distribution Branch should be amalgamated. For such amalgamated office we recommend the following scales:

	Rs.	
Treasurer 350—25—525.
Assistant Treasurer 200—10—300.

The other Cashiers on 200—300 are in—

- (1) the City Civil Court, Calcutta, with a security deposit of Rs.10,000 in cash;
- (2) in the Passport Branch of the Home Department (with no security); and
- (3) the office of the Board of Revenue, with a cash security of Rs.1,000 and a personal security of Rs.2,000.

We recommend a pay scale of 250—15—400 for the Cashier in the City Civil Court, and a pay scale of 200—10—300 for the other two posts.

The remaining Cashiers (including the Cashier in the office of the Director of Industries on 200—250) are on scales equivalent to those of Upper Division or Lower Division Clerks in offices outside the Secretariat and we recommend for them pay scales as follows:

Existing scale.			Proposed scale.		
Rs.			Rs.		
200—250	}	200—10—300	
150—250			
150—210			
130—180			
55—130	}	125—3—140—4—200.	
70—150			
80—180			
90—130			
110—150			

5. We have noticed that in a number of offices the Cashier or Assistant Cashier on Lower Grade scales of pay have been allowed a special pay varying from Rs.10 to Rs.20. This is not good in principle as *prima facie* the work is neither more arduous nor responsible. Further, under the rules of service Government may demand security from any Government servant at any time even if he is not employed as a Cashier or Store-Keeper, as a safeguard against any possible misuse of information that may come to his notice in the course of his official duties. The money paid as a security remains the officer's own money and the special pay, if any, goes merely to increase his ability to invest in the security. Thus a special pay to enable a person to deposit the security virtually means that Government and not he, is paying the security deposit in order that he may do his work honestly and in addition the security deposit so paid by Government becomes his property. This is clearly anomalous. We have recommended significant increase in the pay of Lower Division Clerks and would recommend the abolition of the special pay for this purpose. Government may also consider (1) if security may not altogether be dispensed with where the money handled does not exceed a small sum, say, Rs.500, and (2) if where the security exceeds this sum but does not exceed another specified amount, say Rs.2,000 the officer concerned may have the option of paying it in small and easy instalments or the alternative option of a fidelity insurance policy. Where the post is in the Upper Grade, the officer gets a promotion when called upon to furnish the security and there should, therefore, be no difficulty.

CHAPTER 13

Clerical Staff (General)

*Clerical establishment in an office is now generally divided into three grades—(1) a lower grade, (2) an upper grade, and (3) a supervisory grade. The scale for each grade differs from office to office. The scale is generally the highest in the Secretariat Departments and the lowest in the Regional Offices; but this is again subject to certain exceptions. In the offices which are commonly known as the Directorates, the scale generally stands between these two limits. The clerical scales are thus quite numerous and they hardly follow any consistent pattern. There is no doubt an apparent pattern but it is subject to too many exceptions which make the picture rather confused. We discuss the three grades separately below:

I—Lower Grade

2. In this grade there are in all nine scales. The scales and the number of posts borne on each of them are—

Scales.		Number of posts.	
Rs.			
(1) 80—4—160—5—180	1,448	
(2) 70—3—118—4—150	2,129	
(3) 55—3—118—4—130	14,080	
(4) 110—4—150	489	
(5) 90—4—130	429	
(6) 55—1—58—2—100	2,364	
(7) 50—1—68—2—80	3,269	
(8) 50—2—60—3—75—5/2—80	69	
(9) 40—1—60	276	
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		24,553	
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Besides, there are about 12 posts—one on 35—80 *plus* ad interim increases and 11 on 35—60 *plus* ad interim increases. These scales are the pre-1950 versions of the present scales 55—130 and 55—100 respectively.

3. Majority of the posts in the Secretariat Departments are on the scale 80—180. Posts on 70—150 or 55—130 are also found in the Secretariat; but their number is small. In Governor's Establishment and in the offices of the Public Service Commission and the Board of Revenue, all clerical posts in the lower grade are on the scale of 80—180. In other offices outside the Secretariat, there are very few posts on 80—180.

The pay scales of the staff in the Central Despatch Offices attached to certain Secretariat Departments are not uniform. In the department of Food, Relief and Supplies, it is 70—150 and in other Departments it is 55—130.

The scales 70—150, 55—130 and 55—100 are for Lower Division Clerks in offices outside the Secretariat. The scale 70—150 is attached to certain offices in Calcutta only and the others (i.e., 55—130 and 55—100) to offices both in and outside Calcutta. Where these two lower scales are attached to an office in Calcutta and a few other areas outside the city there goes with each of them a compensatory allowance for expensiveness of living at 10 per cent. of basic pay. The scale 55—130 with compensatory allowance works out to 61—143, which is not much lower than the scale 70—150 without compensatory allowance.

The scales 110—150, 90—130 and 55—100 are but segments cut out of the scales 70—150 and 55—130. In the past, the first two scales 110—150 and 90—130 were made applicable to the posts of Head Clerks, Upper Grade Clerks, etc., and the last one (55—100) to Lower Grade Clerks in offices with a considerable volume of routine work; for instance, the Sub-Registry Offices, District Veterinary Offices, etc.; but now these scales also appear side by side in offices where the Lower Grade scale is 70—150, 55—130 or both. The remaining scales 50—1—68—2—80, 50—2—60—3—75—5/2—80 and 40—1—60 apply respectively to—

- (a) Compensation Muharrirs, etc., in District Executive Offices; Copyists and Muharrirs in the offices of Registrar of Assurances, District Registrars and Sub-Registrars and Senior Junch Muharrirs in Settlement Offices;
- (b) Muharrirs in the Secretariat; and
- (c) Junior Junch Muharrirs in Settlement Offices.

4. The minimum educational qualifications for recruitment to posts in the scales 80—180, 70—150, 55—130, 110—150, 90—130 and 55—100 is the passing of the School Final Examination or its equivalent. In the other scales, viz., 50—80 and 40—60, passing of such examination is not usually insisted upon.

Ninety per cent. of the posts on the scales 80—180 and 70—150 are filled up by direct recruitment through an examination conducted by the Public Service Commission, the remaining 10 per cent. being filled up by promotion of permanent clerks in subordinate offices on the scales 70—150, 55—130, 110—150 or 90—130. Recruitment to posts on the scale 110—150 or 90—130 is by promotion or transfer of clerks on the scale 70—150 or 55—130; while to posts on the scales 55—130 and 55—100, the method of recruitment is entirely direct except that—

- (a) in offices where both the scales 55—130 and 55—100 are in existence, promotion from the scale 55—100 to 55—130 is usually the rule; and
- (b) in offices, where besides the above two time-scales, the scale 50—1—68—2—80 is in force, promotion to the scale 55—100 or 55—130 is sometimes made by selection from amongst persons on the scale 50—80 possessing the minimum educational qualification, i.e., passing the School Final Examination or its equivalent.

Posts on 50—1—68—2—80 are usually filled up by direct recruitment; but in settlement offices where both the scales 50—1—68—2—80 and 40—1—60 are in existence, recruitment to the scale 50—80 is both direct and by promotion from the scale 40—1—60. In the Secretariat, posts on the scale of 50—2—60—3—75—5/2—80 are filled up by promotion of Record Suppliers.

5. Associations representing the clerical services have suggested that all clerical work is basically the same irrespective of whether it is done in the Secretariat Department or in Directorate or in Regional Offices and also irrespective of whether it is now done by an upper grade clerk or by a lower grade clerk. They have, therefore, proposed that differences in scale from office to office and from grade to grade should be done away with and that there should be only one grade for all clerks under Government. There should also be according to them a number of supervisory posts in each office and the number of such posts should not be less than 10 per cent. of the cadre of clerks in each office. The only difference contemplated by them is that the initial pay of fresh recruits in the Secretariat may be fixed at the 4th stage of the time-scale and of those in offices where the present scale is 70—150 at the 3rd stage of the time-scale. They also contemplate that the number of supervisory posts may vary from office to office subject to the minimum of 10 per cent. of the cadre.

The question whether there should be one grade or more depends on the nature of work in an office. The evidence before us shows that the complexity of work is different in different offices. Moreover, the proportion of simple and complicated cases varies considerably from office to office. Noting and drafting of simple correspondence cases, maintenance of diaries and registers, indexing and recording of files, preparation of statements, etc., can be done efficiently by clerks in the lower grade; but for work of intricate character, a higher standard of competence is required for which clerks of a higher grade are necessary. Most of our official replies are in favour of retaining an upper grade in addition to a lower grade. Our recommendations are accordingly based on retaining two grades—a lower and an upper. The proportion of upper grade clerks to lower grade clerks in an office will of course vary according to the proportion of complicated to simple cases in that office and there may, in some offices, be one lower grade only without an upper grade where the proportion of complicated cases is nil or negligible.

Most of our official witnesses are of the opinion that the nature of work of a lower grade clerk is now in essence the same in all offices and that it is only in the case of upper grade clerks that the nature of work

begins to differ from office to office. Besides, the general trend in all the past revisions of pay scales undertaken since 1931 has been towards equalisation of pay in the lower grades (*vide* the Table below):

Name of the office.	Scales of pay						
	Pre-1931.		Post-1931.		1950.		
	Pay.	Expressed as percentage of the Secretariat scales in terms of 100.	Pay.	Expressed as percentage of the Secretariat scales in terms of 100.	Pay.	Dearness Allowance and Food Allowance.	
Secretariat	60—200 (average 130)	100	60—130 (average 95)	100	80—180	45—55 125—235 (average 180)	100
Offices outside the Secretariat—							
(1)	45—120 (average 83)	64	45—105 (average 75)	79	70—150	45—50 115—200 (average 158)	88
(2)	35—80 (average 58)	45	35—80 (average 58)	61	55—130	45—50 100—180 (average 140)	78
(3)	35—45 (average 40)	31	35—45 (average 40)	42	55—100	45—45 100—145 (average 123)	68

In the States of Madras, East Punjab, Uttar Pradesh, Madhya Pradesh and Andhra and also under the Government of India, the pay scale of Lower Grade Clerks is uniform in all offices—Secretariat or otherwise.

We have thus come to the conclusion that the pay scale of the lower grades need no longer be different in different offices and we have accordingly recommended a uniform scale for the lower grade in all offices in or outside the Secretariat.

6. The Associations representing the clerical services have suggested that recruitment to Lower Grade posts in all offices should be made through the Public Service Commission. The question is outside the scope of the Committee. On the face of it, however, this suggestion does not appear to us to be practicable. The posts are scattered all over the State, the qualification required is one of the lowest and the number involved is large. In such cases decentralised recruitment is obviously advantageous. The practice of recruiting through the Public Service Commission may, as now, be restricted to the Secretariat and offices directly subordinate to Government (i.e., those of Director of Health Services, Director of Agriculture, etc.).

7. At present, the total emoluments of Lower Division Clerks on different scales (inclusive of Dearness and Food Allowances) are as follows:

Scale of pay.	Dearness and Food Allowances.	Total.
80—180	45—55	125—235
70—150	45—50	115—200
55—130	45—50	100—180

In place of all these scales, we suggest the scale of 125—3—140—4—200. For those now on the scale 55—130, it will be a substantial improvement. The improvement will also be considerable for those now on the scale 70—150. For those on 80—180, there is no apparent improvement; but their present maximum is rather unreal as all the clerks on this grade are promoted to the Upper Grade fairly early in their service.

Lower Division Clerks under the Government of India used to draw pay in the scale 60—130. In addition, a sum of Rs.55—60 was paid as Dearness Allowance, this making the total remuneration equal to Rs.115—190. In the latest revision, their remuneration has been fixed at 110—180 *plus* a Dearness Allowance of Rs.10—20, i.e., a total of Rs.120—200. Under our proposal, the scale suggested for Lower Division Clerks in this State is slightly better than the corresponding scale under the Government of India. Considering the special difficulties of the lower middle-class people, we do not think that a slightly higher initial for the lower grade clerks would be unjustified.

As observed earlier, the scales 110—150, 90—130 and 55—100 are but parts of the time-scales 70—150 and 55—130 and we suggest that they be abolished and replaced by the time-scale 125—3—140—4—200. The substitution of the short scales 110—150 and 90—130 by the long scale 125—200 may require creation of upper grade posts in some offices. In the absence of adequate data, it has not been possible for us to indicate which of the offices may require such posts. We have, therefore, left the matter for consideration by Government.

Regarding the remaining scales 50—1—68—2—80, 50—2—60—3—75—5/2—80 and 40—1—60, we consider that having regard to the recruitment qualifications of the posts, a common scale of comparatively shorter length may be adopted for them. We accordingly recommend a unified scale of 100—3—136—4—140 for these posts.

8. In brief, our recommendations regarding pay scales in the lower grades are—

Existing Basic scales.	Number of of posts.		Proposed scales'
80—180	1,448	125—3—140—4—200
70—150	2,129	
55—130	14,080	
110—150	489	
90—130	429	
55—100	2,364	100—3—136—4—140.
50—1—68—2—80	3,269	
50—2—60—3—75—5/2—80	..	69	
40—1—60	276	

11—Upper grades

9. We have included, under this head, only those grades which are just above the "Lower Grade" in different offices.

10. The number of scales in this field are 6—3 long and 3 short. The scales and the number of posts in them are as follows:—

Scales.	Number of of posts.	
(1) 150—10—370—15—400	516
(2) 150—5—240—10—300	20
(3) 100—5—215—10—225	17
(4) 150—10—250	40
(5) 150—6—210	548
(6) 130—5—180	1,749

11. *Scale 150—10—370—15—400.*—It relates to the pay scale of clerks in the Secretariat Departments (including Governor's Establishment), Public Service Commission and the Board of Revenue. Fifty per cent. of the posts are filled up by direct recruitment through a competitive

examination conducted by the Public Service Commission and the remaining 50 per cent. by promotion of Lower Division Clerks working in the Department. Lower Division Clerks on promotion are allowed higher initial pay as follows:

- (a) When promoted on substantive basis—pay at the fifth stage of the time-scale (i.e., Rs.190) *plus* the Dearness Allowance and Food Allowance; and
- (b) When promoted to officiate—pay at the third stage of the time-scale (i.e., Rs.170) *plus* the Dearness Allowance and Food Allowance.

12. While dealing with the question of pay scales for the posts, we have considered it necessary to examine if the present system of recruitment to the Upper Division posts in the Secretariat and also of allowing higher initial pay to Lower Division Clerks on promotion to the Upper Division should continue. Our views on each of the proposals are as follows:

(i) *Recruitment of Upper Division Clerks in the Secretariat.*—This was examined by the Bengal Administrative Enquiry Committee, 1944-45, who in paragraphs 209 to 210 of their report, recommended that direct recruitment to the Upper Division be abolished and all vacancies in the Upper Division be filled up by promotion from the Lower Division. The recommendations were not, however, accepted by Government with the result that the old system of recruiting Upper Division Assistants in the Secretariat partly by direct recruitment and partly by promotion still continues. In the year 1944-45 when the Administrative Enquiry Committee made the above observations, the scope for promotion in the Secretariat was restricted. Except in rare cases there was no promotion out-let beyond the grade of Supervisory posts. Very few Lower Division Clerks could then except promotion to the Upper Division at least before the 15th year of their service. But now, Upper Division Clerks are being freely promoted to posts beyond the Supervisory level, the number of promoted Assistant Secretaries in the Secretariat being at present 65 out of a total strength of 85. The number of supervisory posts are also being increased frequently with the increase of work in each department, thereby creating new avenues for promotion of Lower Division Clerks. In fact, a survey was undertaken by Government in 1955-56 and it was found that in most of the Secretariat Departments the promotees to the Upper Division did not put in more than 5 years' service in the Lower Division before promotion and in some cases, the length of service in the Lower Division was less than a year. In our view, the time spent in the Lower Division must be long enough to enable the general run of officers in the grade to be fully acquainted with the work of the Lower Division in all its aspects and to make one's mark there. Unless this is done, the need for an Upper Division becomes virtually meaningless. We are thus of the view that to ensure the desired level of efficiency in the Secretariat Clerical service the proportion of direct recruitment to the Upper Division posts should not fall below 50 per cent. We also suggest that a minimum period of service in the Lower Division should be required as a condition of eligibility for promotion and where adequate number of men with such experience in the Lower Division is not forthcoming for promotion to the Upper Division, the deficiency should be thrown open to direct recruitment.

(ii) *Higher initial pay to Lower Division Clerks on promotion to Upper Division.*—The "5th stage" rule for the promotees has its origin from the report of the Committee appointed in 1920-21 to advise Government on the revision of pay of the permanent clerical officers in Bengal (commonly

known as the "McAlpin Committee Report, 1920-21"). They in their report suggested recruitment to the Upper Division posts in the Secretariat both from outside and by promotion from the Lower Division in a ratio of 2:1. They also proposed a 25 years' scale (125—400) both for the direct recruits and the promotees.

The "3rd stage" rule on officiating appointment was, we believe, subsequently introduced by Government. Conditions have changed materially since then. As we have pointed out earlier, the scope for promotion of Lower Division Clerks to the Upper Division posts is now much larger than before. We are also recommending for the Upper Division a "20 years' " scale instead of the present 24 years' scale and the 25 years' scale of the McAlpin Committee. Moreover at present the lower and the upper division scales overlap to a considerable extent but the scales we are going to recommend do not overlap at all. Under our recommendation, a Lower Division Clerk who is usually promoted fairly early in his service will on promotion automatically get a substantial jump in pay. Thus the grounds for which the "5th stage" or the "3rd stage" rule was adopted no longer exist. We have, therefore, concluded that the 5th or the 3rd stage rule in favour of the promotees is not necessary and we recommend its abolition.

13. Inclusive of Dearness and Food Allowances, the emoluments of the Upper Division Clerks are 200—470. We recommend for them a scale of 225—10—325—15—475.

14. *Scale 150—5—240—10—300.*—It is the pay scale of the Upper Division Clerks in the office of the Inspector-General of Police. As in the case of Secretariat Upper Division posts, 50 per cent. of the posts are filled up by direct recruitment through a competitive examination conducted by the Public Service Commission and the balance 50 per cent. by promotion of Lower Division Clerks in the office. Substantive holders of Lower Division posts are allowed on promotion—whether on officiating or on substantive basis, initial pay at the 3rd stage of the above scale (i.e., at Rs.160). In the office of the Commissioner of Police, Calcutta, there is no direct recruitment in the Upper Division. Like all other offices outside the Secretariat, Upper Division posts in the said office are filled up entirely by promotion from the Lower Division.

Both the Inspector-General of Police and the Commissioner of Police have suggested for their clerks (Upper or Lower Grade) the same scale as for clerks in the Secretariat. For posts in the Lower Grade, we have already recommended a uniform scale for all offices—Secretariat or otherwise. Regarding the pay scale of the Upper Grade posts we are to mention that it is the Secretariat organisation which has to examine proposals from the Heads of Departments in all their aspects and to prepare the materials in the light of which the Government can frame correct policies. It is again the Secretariat Organisation which has to translate the policies of Government into intelligible orders and review the working of these policies. The Secretariat has also to assist the Ministers in regard to their work in the Legislature and its various Committees. The work in the Secretariat is thus of a special character and this difference begins to be quite significant at the Upper Division stage. Having regard to all these factors, we consider that the present differentiation should exist.

Inclusive of the Dearness Allowance and Food Allowance, a Upper Division Clerk in the office of the Inspector-General of Police now draws Rs.200—365. We recommend for the posts a scale of Rs.200—10—400.

For the same reasons as have been stated in the case of Lower Division Assistants in the Secretariat promoted to the Upper Division, the 3rd stage rule now in force in the office of the Inspector-General of Police for the promotees to the Upper Division should be withdrawn.

15. *Scale 100—5—215—10—225.*—It is the pay scale of one Upper Division post in the Sheriff's Office and 13 Upper Division posts in the Small Causes Court. All these posts are filled up by promotion from lower posts on 150—210 in the Sheriff's Office and 130—180 in the Small Causes Court. We are of opinion that a short scale is appropriate for the promotion posts, and accordingly suggest that our recommendation in respect of the short scales below, will apply to these cases.

16. *Short Scales—150—10—250, 150—6—210 and 130—5—180.*—The scale 150—250 is the pay scale of Upper Grade Clerks in the office of the Director of Public Instruction and a few other offices, while the scales 150—210 and 130—180 are the pay scales of equivalent posts in other offices. Different Service Associations representing the clerical staff have represented against such differentiation and we also think that it should not continue.

Tracing the past history, we find that the higher scale for the office of the Director of Public Instruction was based on the recommendations of the McAlpin Committee, 1920-21, who suggested for the Upper Division posts in the said office a pay scale of 125—225 against 125—200 for offices of corresponding status.

At the time when the Committee submitted their report, there was direct recruitment to Upper Division posts in the office of the Director of Public Instruction, but the position has since changed. Like all other offices of corresponding status, Upper Division posts in the office of the Director of Public Instruction are now filled up entirely by promotion of Lower Division Clerks and it is now appropriate that the pay scale in the said office be brought at par with those in other offices.

Regarding the other two scales, it is observed that the scale 150—210 is attached to offices mostly located in Calcutta and the other 130—180 is a State-wise scale, with a compensatory allowance for expensiveness of living at 10 per cent. of the basic pay for clerks posted in Calcutta (and a few other areas.). Thus in Calcutta, the average monthly cost of the two scales 150—210 (without compensatory allowance) and 130—180 (with compensatory allowance), i.e., 143—198, does not differ considerably.

There can thus be no serious objection to unify all the short scales into one. Inclusive of Dearness Allowance and Food Allowance, the Upper Division Clerks on 150—250, 150—210 and 130—180, now draw emoluments as follows:

Basic scale.	Dearness and Food Allowances.	Total
Rs.	Rs.	Rs.
150—10—250	50—60	200—310
150—6—210	50—60	200—270
130—5—180	50—55	180—235

In our earlier notes, we have suggested a pay scale of 125—200 for the Lower Grade posts. For the Upper Grade posts, we recommend that all the above pay scales should be replaced by a common scale 200—10—300. This scale should also apply to posts on the long scale 100—225, discussed in paragraph 15 above.

Besides, there are in some offices (other than the office of the Director of Public Instruction) Selection Grade posts, Special Grade posts, Accountants, Cashiers, Store-Keepers, Audit Staff, etc., on the scale 150—250 or 200—250, the latter being but a segment of the time-scale 150—250. We suggest that all such posts on the abovementioned scales should be on the scale 200—10—300.

17. In short our recommendations for Upper Grade posts are as follows:

Long Scale

Existing scale.			Proposed Scale:
Basic pay.	Dearness Allowance and Food Allowance.	Total.	
Rs.	Rs.	Rs.	Rs.
150—10—370—15—400	50—70	200—470	225—10—325—15—
150—5—240—10—300 ..	50—65	200—365	200—10—400.

Short Scales

Existing Scale.			Proposed Scale.
Basic pay.	Dearness Allowance and Food Allowance.	Total.	
Rs.	Rs.	Rs.	Rs.
200—250	.. 55—60	255—310	} 200—10—300.
150—10—250	.. 50—60	200—310	
150—6—210	.. 50—60	200—270	
130—5—180	.. 50—55	180—235	
100—5—215—10—225 ..	45—60	145—285	

III—Supervisory Grades

18. We are concerned here primarily with the bigger offices where posts on higher scales of pay are generally sanctioned for supervisory duties. In smaller offices, supervisory posts are either in the upper grade or on the grade pay of the officers plus special pay; and our recommendations in the earlier sections of this Chapter will apply to the pay scales of supervisory posts of such category.

19. Above the ordinary upper grade, there are at present, in some offices intermediary posts, viz., those of special grade clerks, selection grade clerks, etc., on identical pay scales as those of Supervisory posts in other offices. For convenience, we have in this Section taken them into account and our recommendations in respect of the Supervisory grade will cover their cases also.

20. The different scales coming under this head and the number of posts in them are as follows:

Scale of pay.	Number of posts.
(1) 450—15—600	1
(2) 400—20—500 <i>plus</i> Special Pay of Rs.60 ..	41
(3) 400—10—500	2
(4) 300—20—400	9
(5) 300—10—400	4
(6) 275—20—375	5
(7) 275—10—375	23
(8) 250—20—350	1
(9) 250—10—350	8
(10) 200—10—300	7
(11) 125—4—205—5—225	2
(12) 250—10—300	17
(13) 200—20—300	83
(14) 200—10—250	38
(15) 200—5—250	12
(16) 150—10—250	12
(17) 150—10—200	41

All the Supervisory posts are filled up by promotion from the lower posts in the respective offices. In the typical hierarchies of the clerical service, persons who have at least once before been promoted from a lower to a higher grade are generally promoted to the Supervisory Grades. The scales are thus appropriately short and should remain short in the revised pattern recommended by us. There is, however, one such post on a long scale 125—225 (item 11). Such a long scale is clearly unsuitable for a promotion post of this nature.

21. Besides the above, clerks are appointed in some offices, on supervisory duties on their grade pay plus a special pay. The offices where such staff are entertained, the number of staff and also their pay scales (including the special pays) are—

Name of the offices.	Scales of pay and Special pay.	Number of posts.
	Rs.	
(1) Secretariat Departments (including Governor's Establishment), Public Service Commission and Board of Revenue.	150—10—370—15—400 <i>plus</i> a Special pay of Rs.60.	91

Name of the offices.			Scales of pay and Special pay.	Number of posts.
			Rs.	
(2)	Citizenship Section	Home	150—10—370—15—400	<i>plus</i>
	Department (Secretariat).		special pay of Rs.50.	
(3)	Office of the Private Secretary to the Minister of Food, Relief and Supplies Department.		150—10—370—15—400	<i>plus</i>
			special pay of Rs.25.	
(4)	Small Causes Court	..	100—5—215—10—225	<i>plus</i>
			special pay of Rs.25.	
(5)	Directorate of Food, Transportation, etc., under the Department of Food, Relief and Supplies.		150—6—210	<i>plus</i> special pay of Rs.40.
			150—6—210	<i>plus</i> special pay of Rs.25.
(6)	Commissioner, Workmen's Compensation.		130—5—180	<i>plus</i> special pay of Rs.40.
(7)	Registrar of Assurances, Calcutta; Collector of Calcutta; Government Quinine Sales Depot; Public Vehicles Department.		130—5—180	<i>plus</i> special pay of Rs.20.
(8)	Police Training College and Detective Training School.		130—5—180	<i>plus</i> special pay of Rs.10.
(9)	Director of Archaeology	..	150—6—210	<i>plus</i> special pay of Rs.20.

22. Service Associations representing the Clerical Staff have suggested that a Supervisory post should carry the grade pay of the person promoted to it plus a special pay. This arrangement may be appropriate in a small office with a few clerks or in cases where it is necessary to give some relief to a Head Clerk by having one or more Sub-heads to assist him. But if the duties are fully supervisory, full time Head Clerks would be necessary. A single Supervisory grade for all offices would not also meet the requirement of the varying nature of duties and responsibilities in various offices.

23. At present, the structure is too complicated. In Secretariat Departments, the structure is generally made up of 2 different grades for Supervisory posts in a proportion of roughly 1 higher to 2 lower posts; but in offices outside the Secretariat, there is no uniformity. In some offices, all the Supervisory posts are on identical scales of pay, while in others, there are different grades. Again the pay scales of corresponding posts vary from office to office. The rates of increment also differ from scale to scale. So far as the Secretariat Departments are concerned, complexities, if any, are few but in offices outside the Secretariat they are numerous. In the pay range from 125—500 (all of which relate to posts outside the Secretariat) there are altogether 15 different scales. Except in 5 or 6 cases, the number of posts in each scale is too few. Considering all these circumstances, we have come to the conclusion that in offices outside the Secretariat there should be three Supervisory grades to cover all posts on the existing pay range from 125—500, viz., 250—400, 300—450, 350—525. Normally all posts (including Supervisory posts) above the ordinary upper

rade posts should be on the scale 250—400, but in offices where the number of supervisory posts or the supervisory posts and the special grade posts in between the supervisory posts and the ordinary upper grade posts is more than 1, the distribution of the posts in the different scales should be in the ratio as shown in Table below:

Table

Number of Supervisory and Special Grade posts, if any.	Scales of pay.		
	350—525	300—450	250—400
1	1
2	..	1	1
3	..	1	2
4	..	1	3
5	1	1	3
6	1	2	3
7 and above	1	3	3 and above.

Except in few cases, the above Table fits in satisfactorily with the present pattern. In the office of the Inspector-General of Police where there is direct recruitment to the Upper Division, the proposed scale for the Upper Division is 200—400 against 200—300 elsewhere. The maximum of the Upper Division scale in the office of the Inspector-General of Police being thus equal to the maximum of the lowest scale for supervisory posts, we think that a departure from the above principle is called for in this case. We accordingly suggest that the supervisory post in the office of the Inspector-General of Police should be on the scales 350—525 and 300—450, the proportion of the posts in the higher grade to those in the lower being in a ratio of 1:2.

24. The above covers all cases up to the posts of Superintendents in the office of Commissioner of Police, Calcutta, and the Deputy Commissioner, Special Branch, Calcutta.

A suggestion has been made that the said Superintendents be given the pay scale of Registrars in the Secretariat with gazetted status. In the office of the Inspector-General of Police, there is one gazetted post of Registrar—just above the Head Clerks but in the office of the Commissioner of Police, there are two grades—one is that of the Superintendent on 400—500 and the other of that of a Gazetted Administrative Officer on the pay scale of the Assistant Commissioner of Police. In the office of the Deputy Commissioner, Special Branch, there is also a supervisory post, besides the Superintendent. The question whether the posts of Superintendents in the offices of the Commissioner of Police and the Deputy Commissioner of Police, Special Branch, are necessary or not is a matter for Government to decide. Regarding the suggestions placed before us we are to observe that the existing emoluments of both the Superintendents are lower than those of Head Assistants in the Secretariat. The latter have not been given gazetted rank nor have we received any proposal for conferring gazetted status on them. Besides, in the office of the Commissioner of

Police there is already a gazetted post above the Superintendent. We do not thus find any valid ground for conferring gazetted status on them. We do not also consider that there is any good reason for allowing the Superintendents pay in a better scale than that for comparable posts in other offices.

25. The remaining scales are (1) 400—20—500 *plus* special pay of Rs.60, and (2) 450—15—600.

The scale 400—500 *plus* a special pay of Rs.60 is the pay scale of Senior Head Assistants in the Secretariat (including those in Governor's Establishment), Board of Revenue and the Public Service Commission. Their duties are supervisory and we consider that a regular time-scale should be attached.

The scale 450—15—600 is the pay scale of the Superintendent in the office of the Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department. It has been suggested that this post should be made gazetted and its pay scale fixed at 550—850. We have not been given any reason in support of the proposal nor have we been informed of the advantages of the post being gazetted. The pay scale suggested is also higher than the emoluments now drawn in the post. Senior Head Assistants in the Secretariat hold very important position in the Administration. In this position, they come in closer touch with the administrative work involving very high degree of reliability and intelligence. In the office of the Commissioner of Police also, there are secret and top secret matters to be dealt with; but the pay of highest paid clerical head does not exceed 500. Considering all these circumstances, we have come to the conclusion that the pay scales of the posts, viz.—

(a) Senior Head Assistants in the Secretariat (including those in the Governor's Establishment), Board of Revenue and the Public Service Commission; and

(b) Superintendent, office of the Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department

should be identical.

Inclusive of dearness allowance, the emoluments now drawn in the posts are—

Name of the post.	Basic pay.	Dearness Allowance and Food Allowance.	Total.
Senior Head Assistants, Secretariat, etc.	400—500 <i>plus</i> special pay of Rs.60.	81—98	541—658
Superintendent, Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department.	450—600 ..	79—105	529—705

We suggest for them a scale of 500—25—550—30—700. The Senior Head Assistants in the Secretariat, etc., should not, however, draw any special pay over the proposed grade.

26. The question left to be considered is the emoluments of Supervisory posts on grade pay *plus* special pay (paragraph 21).

The posts at the top of the list are those of the Junior Head Assistants in the Secretariat (including those in the Governor's Establishment),

Board of Revenue and the Public Service Commission. Usually they are appointed to these posts when their pay in the upper grade (150—400) is near about 250 or so. Like the Senior Head Assistants, the duties of the Junior Head Assistants are also supervisory and we consider that a regular time-scale should be attached. Inclusive of dearness allowance, the maximum emoluments now drawn in the posts is 541; but a majority of such Head Assistants are promoted to the posts of Senior Head Assistants before they reach the maximum. We suggest for them pay in the scale of 350—25—525, i.e., the scale which we have proposed for the highest Supervisory posts in the offices outside the Secretariat. No special pay should, however, be paid in addition, as at present.

The Citizenship Section in the Home Department and the office of the Private Secretary to the Minister, Department of Food, Relief and Supplies are small units within the respective departments. The cost towards the establishment of the Citizenship Section in the Home Department is borne by the Government of India, but this has no connection with the pay and allowances of such staff which are fixed on the pattern for State Government servants. The existing system of allowing a Special Pay to the Assistants-in-charge may continue in both the but the amount be fixed uniformly at Rs.25 per month each.

The other scales, viz.—

- (a) 100—5—215—10—225 *plus* special pay of Rs.25;
- (b) 150—6—210 *plus* special pay of Rs.40;
- (c) 150—6—210 *plus* special pay of Rs.25;
- (d) 130—5—180 *plus* special pay of Rs.40; and
- (e) 130—5—180 *plus* special pay of Rs.20;

are more or less at the same level with those dealt with in paragraph 23. We suggest for them pay in the scale 250—15—400 (without any special pay).

The Police Training College and the Detective Training School at Barrackpore has a small staff with 6 Lower Division Clerks and a Supervisory post on the Upper Division Scale plus a Special pay of Rs.10. In comparable offices, no special pay is given to Supervisory head. We thus recommend the withdrawal of the special pay of Rs. now drawn in the post.

The office of the Director of Archaeology with only 3 clerks is also too small. The Special pay of Rs.20 now drawn in the Supervisory post should be withdrawn.

27. In short, our recommendations regarding pay scales for Supervisory staff and for posts in between the Supervisory and the ordinary upper grade posts are for 4 grades only, viz.—

- 250—15—400 ;
- 300—20—400—25—450 ;
- 350—25—525 ;
- 500—25—550—30—700.

IV.—Miscellaneous Posts

28. There are some miscellaneous clerks in the Confidential Branches of the Police Establishment, viz.—

Name of the posts.	Number of posts.	Scale of pay.
(1) Clerk-in-Charge, Office of Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department.	1	125—5—215—10—275 <i>plus</i> a special pay of Rs.40.
(2) Clerk-in-Charge, Central Enforcement Branch, West Bengal Police.		125—5—215—10—275 <i>plus</i> a special pay of Rs.25.
(3) Clerk-in-Charge, Office of Deputy Commissioner, Special Branch, Calcutta Police.		125—5—215—10—275 <i>plus</i> a special pay of Rs.20.
(4) Clerk-in-Charge, District Enforcement Branches, West Bengal Police.	17	125—5—240—10—250 <i>plus</i> a special pay of Rs.15.
(5) Special Assistant in the office of Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department, Central Enforcement Branch, West Bengal Police and Office of Deputy Commissioners, Special Branch and Security Control.	212	125—5—215—10—275
(6) District Intelligence Branch Clerks in the offices of Superintendents of Police and District Enforcement Branches.	114	125—5—240—10—250
(7) Burmese-knowing clerk in the office of the Deputy Commissioner, Security Control.		300—10—400
(8) Chinese-knowing clerks in the office of the Deputy Commissioner, Security Control.		200—5—290—10—350
(9) Marwari Interpreter in the office of the Deputy Commissioner, Enforcement.		70—3—118—4—150

Recruitment to the posts in items 5 to 9 is mostly direct. The Supervisory posts in items 1 to 3 are filled up by promotion of Special Assistants in item 5 and those in item 4 by promotion of the District Intelligence Branch clerks in item 6.

29. It will be noticed that in the first six items in paragraph 28, there are only 2 basic scales with special pay for the Supervisory posts at rates varying from Rs.15 to Rs.40.

The basic scales are—

- (1) 125—5—215—10—275; and
- (2) 125—5—240—10—250.

Inclusive of the Dearness and Food Allowances the scales 125—275 and 125—250 work out to 175—340 and 175—310 respectively. The average monthly costs of the 2 scales differ only by a few rupees. The degree of responsibilities in them does not also vary appreciably. We thus recommend for them a common scale 175—7—245—8—325. We also suggest that the rates of special pay for the Supervisory posts should be unified and fixed at Rs.25 per month each.

30. Inclusive of Dearness Allowance, the Burmese-knowing Clerk draws a remuneration of Rs.365—470. We suggest for him the scale 350—25—525.

The Chinese-knowing clerks now draw a total remuneration of Rs.255—420. We recommend for them pay in the scale 225—10—325—15—475.

The present pay scale of the Marwari Interpreter is the same as that of Lower Division Clerks in offices outside the Secretariat and we suggest that it be replaced by the scale 125—3—140—4—200.

31. In short, our recommendations for the miscellaneous posts are as follows:

Present emoluments.			Proposed scales.
Basic scale.	Dearness Allowance and Food Allowance.	Total.	
125—275	50—65	175—340	} 175—7—245—8—325
125—250	50—60	175—310	
300—400	65—70	365—470	350—25—525
200—350	55—70	255—420	225—10—325—15—475
70—150	45—50	115—200	125—3—140—4—200.

CHAPTER 14

ENGINEERING ESTABLISHMENTS

(a) Gazetted

1. Civil

Civil Engineers are employed mostly in the Departments of Irrigation and Waterways, Public Works, Development (in its Roads and Construction Board Branches), Housing and Health (in its Public Health Engineering Branch).

The function of the Department of Public Works is construction and maintenance of Government buildings and of the lines of communication by land (e.g., Roads, Bridges, etc.). With the increase in the work-load due to development plans the Department is now aided by —

- (a) The Roads Branch of the Development Department, in constructing new roads and bridges, which are subsequently made over to the Department of Public Works for maintenance;
- (b) Construction Board, in constructing new buildings other than those under Rural Housing Schemes or for Industrial workers;
- (c) Housing Department, in constructing houses for Industrial workers and those under Rural Housing Schemes.

The Public Health Engineering Branch under the Department of Health is mainly in charge of sanitary works including water-supply, drainage, conservancy and sewage disposal. But at present they are also constructing roads, buildings, etc. in Kalyani Township and in the Kanchrapara Development Area.

The function of the Department of Irrigation and Waterways is primarily to develop and regulate State's inland waterways with the object of preventing and controlling floods and waterlogging, providing and administering irrigation works, maintaining waterways and in one case at least erecting and maintaining a hydroelectric power station as an integral part of a multipurpose river control scheme.

2 I has been suggested to us that the works done in the Departments of Public Works, Housing and in the Roads and Construction Board Branches of the Development Department are overlapping and may be combined under one headship. The total outlay in the Third Plan for new work is much larger than in the previous two Plans. A Development Corporation has also been set up, over and above the existing organisations, to undertake construction work to cope with the growing volume of work. We do not, therefore, think that the time is appropriate for recommending such a change.

3 The present pay scales of Engineers (together with the amount of Dearness Allowance) are as follows:

Name of the posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic pay.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
(1) Chief Engineers, Public Works Department, Irrigation and Waterways Department, Housing Department, Construction Board, Development (Roads).	2	3	1,800—100—2,000	.. 263—263	2,063—2,263.
Chief Engineer, Public Health Engineering.	1	..	1,300—50—1,500 (a)	.. 228—263	1,528—1,763.
(2) Superintending Engineers—					
Public Works Department, Irrigation and Waterways Department, Housing Department, Construction Board, Development (Roads).	11	9	1,300—50—1,500	.. 228—263	1,528—1,763.
Deputy Chief Engineer, Public Health Engineering.	..	1	1,300—50—1,500	.. 228—263	1,528—1,763.
(3) Executive Engineers—					
Public Works Department, Irrigation and Waterways Department, Housing Department, Construction Board, Development (Roads), Public Health Engineering.	50	65	500—1,200	.. 88—210	588—1,410
(4) Assistant Engineers—					
Public Works Department, Irrigation and Waterways Department, Housing Department, Development (Roads).	159	120	250—25—850 (Selection Grade 3 per cent. of the Cadre on Rs.1,000.	60—149	310—999
Assistant Engineers, Construction Board and Assistant Engineers, Public Health Engineering.	8	144	250—20—650—25—750	60—131	310—881

(a) The existing incumbent draws Rs.2,000 (inclusive of special pay of Rs.250 plus Dearness Allowance at the usual rate.

It appears that the pay scales in all the posts of equivalent rank are the same in every Department, except that—

- (a) the pay scale of the Chief Engineer, Public Health Engineering, is the same as that of Superintending Engineers in the other Departments. The present incumbent is a retired Engineer and was allowed the maximum pay of Chief Engineers in other Departments as personal to him; and
- (b) the maximum pay and the rates of increments of the Assistant Engineers, Construction Board and the Public Health Engineering are slightly less than those in other Departments.

4. Each of the Chief Engineers mentioned above has a Personal Assistant under him. All the Personal Assistants (other than the one under the Chief Engineer, Public Health Engineering) are included in the cadre of Executive Engineers and draw, in addition to pay as Executive Engineer, a Special Pay of Rs.100 each. The Personal Assistant to the Chief Engineer, Public Health Engineering is an Assistant Engineer and draws his grade pay only.

5. Engineers are in every Department classified into two cadres. There is first the State Service of Engineers for the Assistant Engineers. All Engineers of the rank of Executive Engineers and above belong to a Senior Service of Engineers. In the Departments of Public Works, Housing and Development (Roads Branch) the cadres both of the State Service and Senior Service are joint and are maintained by the Department of Public Works. The Department of Irrigation and Waterways, the Construction Board Branch of the Development Department and the Public Health Engineering Branch under the Department of Health, maintain their own cadres of State Service and Senior Service.

Forty per cent. of the posts in the joint cadre of Assistant Engineers under the Department of Public Works are filled up by direct recruitment, 40 per cent. by selection from amongst directly recruited temporary Assistant Engineers in the Department and 20 per cent. by promotion of confirmed Overseers-Estimators (since designated as Sub-Assistant Engineers). At present, direct recruitment in the joint Cadre is made by selection through the Public Service Commission. New recruitment rules have been framed. In future, on the introduction of the new rules, recruitment will be made through a competitive examination to be conducted by the Public Service Commission and those of the selected candidates who will secure 66 per cent. or above of the total marks will be given higher initial pay at the 4th stage of the time scale.

The Department of Irrigation and Waterways have not yet framed any recruitment rules on the lines of those in the Department of Public Works but are following the same rules in recruiting Assistant Engineers under them. In the Construction Board Branch of the Development Department and in the Public Health Engineering Branch under the Department of Health, recruitment of Assistant Engineers is mostly direct through the Public Service Commission, Overseer-Estimators being occasionally promoted, if found suitable.

In any of the said offices, there is no direct recruitment to the Senior Service of Engineers. Assistant Engineers in the joint cadre of the Department of Public Works are not generally promoted to officiate as Executive Engineer before they reach the 7th stage or are not confirmed as such before they reach the 10th stage of their scale; it is not known if the position is the same in all the other offices.

6. In the past, the Senior Service of Engineers included a category of officers known as Assistant Executive Engineers on a scale of pay lower than that of Executive Engineers but better than that of Assistant Engineers. Assistant Executive Engineers were recruited direct and became Executive Engineers after about 5 years' service. Assistant Engineers did not, therefore, generally become Executive Engineers before a much later stage in their careers. The latter on promotion as Executive Engineers were, therefore, allowed to enter the Senior grade at the stage equal to (or if there was no such stage, at the stage next above) the aggregate of the officers' pay in the scale of Assistant Engineers plus an additional Rs.150. Engineering cadres have in recent years expanded fast as a direct result of the Five-Year Plans. They are likely to expand faster still during the Third Five-Year Plan. In recent times Assistant Engineers have been promoted to the posts of Executive Engineers fairly early in life. None of them draw, on promotion, initial pay less than Rs.560 which together with the amount of Dearness Allowance, amounts to about Rs.650 per month. The old system of fixing the initial pay of the promoted Assistant Engineers is, therefore, unnecessary and should be done away with. In view of the highly increased prospect of promotion there is also no necessity at present to retain a Selection Grade in the cadre of the Assistant Engineers. In fact, all of them are, as a matter of course, promoted to higher scales, leaving none to be considered for the Selection Grade posts.

7. Inclusive of the Dearness Allowance the total emoluments now paid in this State to officers of the rank of Assistant Engineers and above ranges from Rs.310—2,263. This is higher than that paid in any other State. The pay scales under the Government of India as revised after the recommendation of the last Central Pay Commission vary from Rs.350 at the lowest level to Rs.2,000 at the highest (except in a few major organisations where the maximum has been fixed at Rs.2,250). The evidence received by us does not also disclose any serious objection to the present pattern or level of pay of the Engineering Services.

8. Inclusive of Dearness Allowance, the pay scales of an Assistant Engineer is either 310—999 or 310—881 according to his attachment to the different departments as stated before. We recommend a unified scale of 325—30—475—35—1,000 for all of them.

As stated earlier, Assistant Engineers securing 66 per cent. or above of the total marks in the recruitment examination to be held by the Public Service Commission will on the introduction of the new recruitment rules be given a higher initial pay on appointment. In the Government of India also, recruitment to certain Engineering Services is made through a competitive examination; but there is no provision for granting higher initial pay to candidates securing higher marks. We do not, thus, find any good ground for allowing higher initial pay to a few candidates.

We have already mentioned that the starting pay of the Assistant Engineers on promotion as Executive Engineers together with the amount of Dearness Allowance is now about 650. We suggest for the Executive Engineers' pay in a scale 700—50—1,250, i.e., the same scale as for equivalent posts under the Government of India.

For the remaining posts, we suggest pay scales as follows, viz.,:

Superintending Engineers	... 1,300—60—1,600
Chief Engineers	... 1,800—100—2,000

9. The Chief Engineer, Public Health Engineering, was all along paid in the time scale of Superintending Engineers. With the increase in work-load due to development plans, the pay scale of the post has been

upgraded as personal to the present incumbent. As the work-load is not likely to decrease during the Third Five-Year Plan, the Chief Engineer, Public Health Engineering, may also be given the pay scale as other Chief Engineers.

10. In the Departments of Public Works, Irrigation and Waterways, Housing and in the Roads Branch of the Development Department, all the posts mentioned above are included in regularly constituted services, i.e., (a) a Senior Service of Engineers comprising Chief Engineers, Superintending Engineers and Executive Engineers, and (b) a Service of Engineers comprising the Assistant Engineers only; but in the Construction Board Branch of the Development Department and the Public Health Engineering Branch under the Health Department, there is no organised service. We suggest that—

- (i) the cadres of Engineering staff in the Construction Board Branch of the Development Department be merged in the joint cadres now maintained in the Department of Public Works; and
- (ii) two separate services known as State Service of Public Health Engineers and Senior Service of Public Health Engineers be constituted in the Department of Health to include the Engineering posts in that Establishment on the pattern of the two corresponding services in the other departments.

We also consider that the qualification for recruitment and the method of recruitment to all the engineering posts in the different offices should be the same. We, therefore, recommend that the recruitment rules prevailing in the Department of Public Works may be made applicable to all.

11. *Special Pays.*—The question of Special Pay for the Personal Assistants under the Chief Engineers, Departments of Public Works, Irrigation and Waterways and the Roads and Construction Branches of the Development Department have been dealt with in a separate Chapter dealing with the pay scales of "Personal Assistants" under the Heads of Departments. The work-load in the office of the Chief Engineer, Housing, is not at present so heavy as in the other offices. We suggest that the post should, as in the case of Chief Engineer, Public Health Engineering, be manned by an Assistant Engineer on his grade pay only, the Executive Engineer so released being usefully employed elsewhere.

12. Besides, there are a few other Departments where Civil Engineers are appointed, viz.—

Name of the Department or Office.	Designation of posts.	Number of posts.		Scale of pay.
		Perma- nent.	Tempo- rary.	
				Rs.
Office of the Deputy Inspector-General of Police, Traffic.	Traffic Engineer.	..	1	1,300—50—1,500 (i.e., the scale of Superintending Engineers).
Office of the Director of Health Services.	Special Engineer.	..	1	500—1,200 (i.e., the pay scale of Executive Engineers).
Office of the Director of Fisheries.	Assistant Engineers.	..	2	250—850 (i.e., the pay scale of Assistant Engineers).
Education Department	Special Engineer.	..	1	500—1,200 (i.e., the scale of Executive Engineers) <i>plus</i> special pay of Rs.200.
Food, Relief and Supplies (Food and Supplies) Department.	Special Officer Construction.	..	1	250—750.

All these posts are temporary; the first is now vacant, the second is held by a Retired Engineer of the Irrigation and Waterways Department, the third by officers on deputation from the Department of Irrigation and Waterways and the fourth by an officer on deputation from the Department of Public Works for supervising the construction work of the Kalyani and Burdwan Universities, and the last by a direct recruit.

We understand that qualified candidates do not usually apply for such posts when advertised, and even if they apply and are selected, they do not stick to their job. It is no wonder that it is so. Following the general principle discussed in Chapter 3, we suggest that such vacancies may be filled up by deputation of officers from the Department of Public Works or the Department of Irrigation and Waterways, as the case may be, the deputation reserves in the cadre of the respective departments being suitably augmented, Government in the Public Works or the other Department which is to depute the Officers should determine the rank and status of the officer required on a consideration of the work to be performed. The Engineer's work in these Departments is mostly routine or minor and often consists in merely translating the Department's requirements of engineering work in term more intelligible to engineers. Hence an officer of higher status may not be necessary and whoever is posted would not like to and need not stay in such a job for long.

2. Electrical

13. Electrical Engineers are appointed (1) under the Chief Engineer, Department of Public Works, for the erection and maintenance of electrical fittings in Government buildings, (2) in the office of the Chief Electric Inspector under the Department of Commerce and Industries, for enforcement of the provisions of the Indian Electricity Act, 1910, and the rules framed thereunder, and (3) in the Department of Publicity for maintaining in working order mechanical equipments and machines for cinema, radios, etc.

14. The pay scales and other conditions of service of the Electrical staff under the Chief Engineer, Department of Public Works, are the same as those of the Engineers in the Construction Branch and we suggest that the scales which we have recommended under the head "Civil" should apply to the Electrical Engineers also.

15. The pay scales of the posts in the other two offices together with the amount of dearness allowance are as follows:

Name of the posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
(1) Office of the Chief Electric Inspector—					
(a) Chief Electric Ins- pector.	1	..	1,000—1,300	.. 175—228	1,175— 1,528.
(b) Senior Elector Ins- pector (a).	2	..	350—1,000 with a special pay of Rs. 150.	88—201	588—1,351
(c) Electric Inspectors (b).	18	..	250—750	.. 60—131	310—881
(2) Publicity Department— Assistant Electrical Engineer and Main- tenance Superinten- dent.	..	1	250—750	.. 60—131	310—881

(a) Age for age pay up to the 8th stage of the time scale is given to candidates directly recruited from outside Government service.

(b) Age for age pay up to the 10th stage of the time scale is given to candidates directly recruited from outside Government service.

16. Recruitment to the posts of Electric Inspectors in the office of the Chief Electric Inspector and to the post of Assistant Electrical Engineer, Publicity Department, is entirely direct, the age limit being in the range of 25-35 years.

Recruitment to the posts of Senior Electric Inspectors is either direct or by promotion of Electric Inspectors, the age limit for direct recruits being between 30-40 years.

The post of Chief Electric Inspector is usually filled up by promotion of Senior Electric Inspectors, direct recruitment being made only under special circumstances.

17. It has been suggested that the pay scales of the posts in the office of the Chief Electric Inspector should be the same as for the Engineering staff under the Department of Public Works. Recruitment difficulty in the post of Senior Electric Inspector has also been reported to us. We agree generally with the above views and accordingly suggest the following pay scales for the posts, viz.—

Chief Electric Inspector	.. 1,300—60—1,600
Senior Electric Inspectors	.. 700—50—1,250. (No. special pay to be paid in addition).
Electric Inspectors	.. 325—30—475—35—1,000 (with no provision for higher initial pay).

We also suggest that appointment to posts of Senior Electric Inspector may be made wholly by promotion. Suitable direct recruits to these highly specialised posts are not likely to be available. So promotion will improve the quality of appointees and will at the same time improve the prospect of promotion for Inspectors.

The Assistant Electrical Engineer and Maintenance Superintendent in the Department of Publicity should also be given pay in the scale 325—30—475—35—1,000. Government may consider whether this post may not appropriately be included in one of the engineering cadres of Government.

3. Mechanical

18. Mechanical Engineers are employed in a number of offices each having its own cadre. Majority of the organisations are small and appoint only a few Mechanical Engineers. The offices of the Chief Inspector of Factories and the Chief Inspector of Boilers are the largest employers of such personnel. In the latter offices and also in the office of the Chief Inspector, Smoke Nuisance, the staff are included in regularly constituted State Services; but in the other offices, they are not so organised. The pay scales in the lower grades generally follow the pattern for the engineering staff employed on construction work; but at the top, they are different because of the smallness of the organisation. Recruitment to posts in the lowest grade is direct, posts above them being usually filled up by promotion.

19. The Table below shows the departments or offices where such staff are employed, their pay scales and also the amount of dearness allowance in each:

Name of the Department or Office.	Number of posts.		Existing emolument.		
	P.	T.	Basic scale.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
1. Department of Public Works—					
Executive Engineer, Mechanical Division.			500—1,200	88—210	588—1,410
Assistant Engineers, Mechanical Division.			250—850	60—149	310—999
2. Department of Irrigation and Waterways—					
Superintendent, Pump House Urban Drainage Division.			250—850	60—149	310—999
3. Department of Labour—					
Chief Inspector of Boilers.	1		1,000—100—1,300	.. 175—228	1,175— 1,528
Inspector of Boilers (b)	11		250—25—850	60—149	310—999
Chief Inspector of Factories.	1	..	1,000—100—1,300	.. 175—228	1,175— 1,528
Deputy Chief Inspector of Factories.		1	250—750 <i>plus</i> special of Rs.150.	70—158	470— 1,058
Regional Inspectors of Factories.	3	..	250—750 <i>plus</i> special pay of Rs.100.	70—149	420—999
Inspectors of Factories (a) (b).	19		250—750	60—131	310—881
4. Department of Health—					
Chief Inspector and Secretary, Smoke Nuisance Commission.	1		800—50—1,000	.. 140—175	940—1,175
Inspectrs, Smoke Nuisance Commission (b).	3		250—750	60—131	310—881

(a) Civil and Electrical Engineers are also eligible for appointment to these posts.

(b) Higher initial pay on the basis of age up to the 11th stage of the time-scale is given to direct recruits from outside Government service.

Name of the Department or Office.	Number of posts.		Existing emoluments.		
	P.	T.	Basic scale.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
5. Department of Agriculture and Food Production—					
Superintending Engineer and Ex-officio Joint Director of Agricultural Engineering (c).	1	..	1,300—1,500 <i>plus</i> special pay of Rs.100.	245—263	1,645—1,863
Executive Engineers, Office of the Joint Director of Agricultural Engineering.	..	1	500—30—680—40—1,200	88—210	588—1,410
Assistant Engineers (c)	..	5	250—750	.. 60—131	310—881
6. Department of Animal Husbandry and Veterinary Services—					
Dairy Engineers, Office of the Director, Dairy Development and ex-officio Milk Commissioner.	1	..	350—30—680—40—1,200	70—210	420—1,410
Assistant Engineer, Office of the Director, Dairy Development and ex-officio Milk Commissioner.	1	..	250—750	.. 60—131	310—881
7. Department of Home Transport—					
Senior Foreman, Government Dockyard.	1	..	400—500	.. 70—88	470—588

It will be noticed that—

- (a) besides mechanical engineers, engineers of other branches such as Civil, Electrical, etc., are eligible for appointment to (1) the posts of Inspectors of Factories under the Department of Labour, and (2) the post of Superintending Engineer and the ex-officio Joint Director of Agricultural Engineering and the posts of Engineers under him in the office of the Director of Agriculture and Food Production;
- (b) higher initial pay on age basis up to the 11th stage of the time-scale is given to direct recruits from outside Government service in the following services, viz.—
 - (i) Inspector of Boilers;
 - (ii) Inspectors of Factories; and
 - (iii) Inspectors, Smoke Nuisance Commission.

(c) Civil, Electrical or Agricultural Engineers are also eligible for appointment.

(e) the office of the Chief Inspector of Factories has a few posts in between Chief Inspector and the Inspector of Factories on the grade pay of Inspectors *plus* special pays;

(d) the Dairy Engineer in the office of the Director, Dairy Development and ex-officio Milk Commissioner is on a 24 years' scale 350—1,200, although in such small offices, the pay scale for comparable posts is 500—1,200;

(c) the Superintending Engineer and Joint Director of Agricultural Engineering under the Department of Agriculture and Food Production draws a special pay of Rs.100 over his grade pay as Superintending Engineer; and

(f) the pay scale of the Senior Foreman, Government Dockyard is entirely out of the pattern of the pay scales allowed to Engineering personnel.

20. Following the pattern which we have recommended for comparable posts elsewhere, we suggest that posts on the existing basic scales as shown in column 1 of the Table below should be given the pay scales shown in column 2 thereof, viz.—

Table

Existing Basic scales.			Proposed scales.	
(1)			(2)	
Rs.			Rs.	
1,300—1,500	1,300—60—1,600.
500—1,200	} 700—50—1,250..
350—1,200	
250—850	} 325—30—475—35—1,000.
250—750	
400—500	

21. The points left to be considered are—

(a) *Pay scale of the Chief Inspector of Boilers.*—It is a small office with 1 Chief Inspector and 11 Inspectors. The service of the Inspectors is almost a “blind-alley”. In the Departments of Public Works and Irrigation and Waterways, the proportion of the higher grade posts to those of the Assistant Engineers works roughly in a ratio of 1:4. In the Department of Agriculture and Food Production, Fisheries, etc., the proportion is still higher. With the object of providing incentive to the Inspectors, we suggest that one of the posts of the Inspectors should be upgraded to that of a Deputy Chief Inspector on the pay scale of Executive Engineers, the Chief Inspector being given the pay of a Superintending Engineer. In short, our recommendations are—

1 Chief Inspector	...	1,300—60—1,600
1 Deputy Chief Inspector	...	700—50—1,250
10 Inspectors	..	325—30—475—35—1,000

(b) *Pay scales of Chief Inspectors of Factories, Deputy Chief Inspector of Factories and Regional Inspectors of Factories.*—Excluding the Certifying Surgeon and the Medical Inspectors of Factories who are all medical graduates, the office has a cadre of—

- 1 Chief Inspector.
 - 1 Deputy Chief Inspector.
 - 3 Regional Inspectors of Factories.
 - 19 Inspectors.
-
- 24
-

Following the pattern which we have suggested for the office of the Chief Inspector of Boilers, we recommend for this office—

1 Chief Inspector	...	1,300—60—1,600
4 Deputy Chief Inspectors	..	700 50—1,250
19 Inspectors	...	325—30—475—35—1,000

the special pays now drawn by the Deputy Chief Inspector and the 3 Regional Inspectors being withdrawn. Of the 4 Deputy Chief Inspectors, 3 should be in charge of the Regional Offices.

Regarding the pay scales of the Certifying Surgeon and the Medical Inspectors of Factories, we suggest that the posts should be included in the cadre of the West Bengal Health Service and the pay scales adjusted accordingly.

(c) *Pay scale of the Chief Inspector and Secretary, Smoke Nuisance Commission.*—This is a small office with 3 Inspectors only. Inclusive of dearness allowance, the Chief Inspector now draws Rs.940 1,175. We recommend for him pay in the scale of Executive Engineers 700—50—1,250.

(d) *Higher initial pay.*—As stated earlier the benefit of higher initial pay on appointment is given to candidates recruited direct to the following posts from outside Government service:—

- (i) Inspector of Boilers;
- (ii) Inspectors of Factories; and
- (iii) Inspectors of Smoke Nuisance.

The maximum age limits for recruitment to the above posts are 32, 35 and 30 respectively. Prior to 1950 when Engineers were in short supply the maximum age limit in all the cases was 30; but now when the supply position has improved we find no good ground for retaining the maximum age limits above 30 years. The maximum age limit for Mechanical Engineers in the Department of Public Works is 30. They are also insisting on at least 3 years' practical training before appointment but find no difficulty in having suitable recruits on the minimum of the time scale of Assistant Engineers. The case for higher age limit in the case of the Inspectors under the Chief Inspector of Factories, is still weaker in view of the fact that the posts are open to Engineers of other branches also—Civil and Electrical. Considering all the facts mentioned above, we are of opinion that—

- (a) the age limit in any of the above posts should not exceed 30 years; and
- (b) no higher initial pay on recruitment should be paid.

(e) *Special pay of the Superintending Engineer and ex-officio Joint Director, Agriculture Engineering.*—We are informed that the Superintending Engineer is drawing the special pay of Rs.100 per month for his ex-officio designation of a Joint Director. The ex-officio designation is given simply to facilitate quick disposal of Government business. But the pay of Joint Director is actually lower than that of the Superintending Engineer and therefore assumption of that office ex-officio does not involve any higher responsibility. We therefore suggest that the special pay of Rs.100 attached to the post should be withdrawn.

4. Mining

22. The Department of Commerce and Industries has under it a mining organisation for—

- (a) Assessment of compensation payable to intermediaries in respect of the mines and minerals which have vested in Government with the enactment of Estates Acquisition Act, 1953 (Act I of 1954) and for collection of royalties from the lease holders;
- (b) exploratory work such as occurrence, extent and quality of minerals in the different parts of the State; and
- (c) arranging training facilities to apprentices and other workers in the coal mines in the evening Mining Classes at Sitarampur, Ranigunj and Asansol. The training course is one of 3 years on completion of which the trainees are given a certificate by the Mining Advisory Board (Constituted by Government).

All expenditure (including the cost of the staff) on work relating to assessment of compensation, etc. [item (a)], is borne by the Board of Revenue, cost on the other items being a charge on the Department of Commerce and Industries.

23. The pay scales of the staff and the amount of Dearness Allowance in each are as follows:—

Name of the posts.	Number of posts.		Existing emoluments.		
	Permanent.	Temporary.	Basic scales.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
Director of Mines ..	1	..	1,300—1,600	228—263	1,528—1,863
Chief Mining Officer	1	1,000—1,300	175—228	1,175—1,528
Professor of Mining	1			
Mining Officers	5	500—1,200	88—210	588—1,410
Assistant Professor of Mining and Surveying	2			

24. The Director of Mines is in overall charge of the organisation and is also the Mining Adviser to Government. The Chief Mining Officer and the Mining Officers are employed on assessment of compensation work, while the Professor of Mining and the Assistant Professors are in charge of the Evening Mining Classes.

Geologists and Drillers are employed on exploratory work. As they do not possess any engineering qualification, we have not dealt with their cases here.

25. The existing Director of Mining holds, besides a degree in Mining, a First Class Mine Manager's Certificate and is also a Geologist in addition.

The qualification required of the Chief Mining Officer and the Professor of Mining is a degree in Mining or a diploma from the Mining School, Dhanbad, with a First Class Mine Manager's Certificate and at least 5 years' practical experience.

The Mining Officer and Assistant Professor of Mining and Surveying must possess a degree in Mining or a diploma from the Mining School, Dhanbad, with Second Class Mine Manager's Certificate and at least 3 years' practical experience.

26. Government of India have, in their latest revision, sanctioned for their Mining Engineers in Class 1 Service, pays in the time scales 1,300—1,600, 1,100—1,400 and 700—1,250. In order to conform to the pattern sanctioned by the Government of India and also to that which we have proposed elsewhere for Engineering Establishment; we suggest for the Mining Engineers pay scales as follows:—

Director of Mines	1,300—60—1,600.
Chief Mining Officer	} 1,100—60—1,400.
Professor of Mining	
Mining Officers	} 700—50—1,250.
Assistant Professors of Mining and Surveying			

5. Architectural

27. There are only 2 small organisations—one under the Department of Public Works and the other under Development Department.

28. The scales of pay and the amount of Dearness Allowance in them are as follows:—

Name of the Department.	Name of the posts.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance.	Total.
				Rs.	Rs.	Rs.
Public Works	Architect to Government.	1	..	1,300—1,500	228—263	1,528—1,763
	Senior Assistant Architect.	..	1	800—1,200	140—210	940—1,410
	Junior Assistant Architect.	1	1	500—800	88—140	588—940
Development	Junior Architect, Construction Board.	..	1	500—800	88—140	588—940

29. Recruitment to all the posts is direct. The minimum recruitment qualification for the posts is a Degree in Architecture or Associateship of Royal Institute of British Architecture with practical experience of at least—

(a) 3 years in the case of Architect to Government and the Senior Assistant Architect; and

(b) 1 year in the case of the Junior Assistant Architect.

The maximum age limit is 40 years in all cases.

30. It is not clear how the maximum age for recruitment came to be fixed at 40 years, although the minimum period of practical experience required for recruitment is 1 or 3 years. We are told by way of justification that most of the Architectural Engineers are in the private sector on better terms, thus giving rise to recruitment difficulties in the public service. This would justify not higher age limit but lower. For if a man has been in the private sector on better terms, it is hardly possible to attract him to public service when he is established there. The object should therefore be to attract young men many of whom do prefer public service. In any case 1 or 3 years' practical experience against an age limit of 40 years is anomalous. Moreover, formerly there was no special course on Architecture in the Bengal Engineering College. This is no longer so and the College has started turning out young Architects many of whom would like to join public service. For all these reasons we recommend that Architects should be recruited young like Assistant Engineers.

31. The existing pay scale of the Architect to Government equal that of Superintending Engineers; while the scales for the Junior and the Senior Assistant Architects are but segments of the scale of Executive Engineers—the lower one being given to the junior posts and the higher one to the senior. We suggest that the Junior Assistant Architects may be given the pay scale of Assistant Engineers (325—30 475—35—1,000).

For the Senior Assistant Architect and the Architect to Government, we suggest the time-scales which we have recommended for the Executive Engineers and the Superintending Engineers respectively. In other words, time-scales which we recommend for the posts are—

Junior Assistant Architect	...	325—30—475—35—1,000
Senior Assistant Architect	...	700—50—1,250
Architect to Government	...	1,300—60—1,600

Like all other branches of the Engineering we suggest that recruitment, except at the lowest stage, should ordinarily be by promotion, direct recruitment to the higher posts being resorted to only when suitable men are not available in the lower posts for promotion.

6. Wireless and Radio Engineering

32. There are only 2 posts—one Wireless Adviser to Government and the other an Assistant Engineer-in-Charge of the Radio Repair Workshop at Kalyani.

33. The pay scales of the posts and the rates of Dearness Allowance in each are as follows:—

Name of the posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	perma- nary.	Basic scale.	Dearness Allowance.	Total.
			Rs.	Rs.	Rs.
Wireless Adviser to Government	1	..	600—1,300	105—228	705—1,528.
Assistant Engineer, Repair Work- shop, Kalyani.	.	1	250—750	60—131	310—881.

34. The existing pay scale of the Wireless Adviser to Government is almost the same as that of an Executive Engineer, while that of the Assistant Engineer, Repair Workshop, Kalyani, equals that of Assistant Engineers in

other Engineering Branches. Government of India also have lately allowed to the Engineering staff of the All-India Radio the same scale as those for Engineers in the other branches of Engineering. We, accordingly, suggest for the posts pay scales as follows:—

Wireless Adviser to Government	..	700—50—1,250
Assistant Engineer, Repair Workshop, Kalyani	..	325—30—475—35—1,000

7. Automobile

35. For proper maintenance of Government vehicles, Mechanical Engineers with experience in Automobile Engineering or Degree holders in Automobile Engineering are appointed in the following offices on the emoluments shown below:—

Name of the posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance.	Total.
(1) Director of Transportation, Department of Food, Relief and Supplies (Food and Supplies Branch).	..	1	1,500(b)	263	1,763
(2) Maintenance Superintendent, Government Vehicle in Home (Transport) Depart- ment (a).	1	..	250—850	60—149	310—999
(3) Works Manager, Lake Garage, Department of Food, Relief and Supplies (Food and Supplies Branch).	..	1	250—750	60—131	310—881.
(4) Transport Officer, Central Medical Stores, Department of Health.	1	..	350—800	70—140	420—940.

Recruitment to all the posts is direct.

36. At present qualified Automobile Engineers are in short supply but the position is likely to improve shortly.

Consistently with our recommendations elsewhere the pay scale for the posts in Items 2, 3 and 4 above should be 325—30—475—35—1,000. The Director of Transportation, in addition to his being in-charge of Transport Fleet of the Department is also responsible for planning and receipts and despatches of stocks. He has both operational and administrative duties. In respect of this post we suggest the scale 1,100—60—1,400 as has been suggested for the other Directors in the Department of Food and Supplies.

(a) The present incumbent is on a scale Rs.1,000—50—1,250 as personal to him.

(b) Personal to the present incumbent.

8. Miscellaneous Gazetted Posts

37. The statement below shows the designation of the posts, their number, pay scales and the recruitment qualifications:

Name of the posts. posts.	Recruitment qualifications.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Engineer-cum-Dredg- ing Master Canal Drainage Outfall Division, Depart- ment of Irrigation and Waterways.	Second Class Board of Trade or Second Class I.M.E., certifi- cate in Steam Engine.			350—650	70—114	420—764
Transport Mainte- nance Officer, Dairy Development.	Diploma in Mecha- nical or Automo- bile Engineering.			200—450	55—79	255—529

The posts are technical and have supervisory duties. The incumbents of the posts are either Diploma or Certificate holders. Following the principles adopted elsewhere, we suggest for them pay in the scale 250—15—550.

The posts of equivalent rank in other establishments are non-Gazetted. We suggest that these posts should also be made non-Gazetted, unless the necessity for declaring them Gazetted is clearly established.

(b) Subordinate

1. Civil, Electrical or Mechanical

38. In this category, we have included—

- (a) Overseers (since designated Sub-Assistant Engineers in the Departments of Public Works and Irrigation and Waterways), Head Estimators, Estimators and Sub-Overseers;
- (b) Architectural and other Draftsmen (including Head Draftsmen); and
- (c) Tracers.

39. The annexed Table shows the distribution of the staff among the different offices, their pay scales (inclusive of the Dearness and Food Allowances) and the number. It will be noticed that while the pay structure of the Overseers, Overseer-Estimators and Tracers have been standardised, is not so with the Draftsmen.

40. The methods of recruitment to the different categories of posts under consideration are as follows:—

(a) Head Estimators, Overseers, Overseer-Estimators and Sub-Overseers

Normally a Diploma in Engineering is essential in these posts. Sometimes Estimators are recruited from persons without such Diploma but having previous experience in estimating and are allowed the pay scales of Sub-Overseers.

The method of recruitment to the posts of Overseers, etc., is entirely direct, posts of Head Estimators being filled up by promotion of qualified Overseers, Overseer-Estimators or Sub-Overseers. The Overseers and Overseer-Estimators are also eligible for promotion to 20 per cent. of vacancies in the posts of Assistant Engineer.

(b) *Draftsmen*

In the Architectural Branch, direct recruitment is made in Grade III posts, posts in Grade I and Grade II being filled up by promotion of Grade III Draftsmen. The direct recruits are required to possess draftsmanship certificate from a recognised College of Art and at least 5 years' experience in Architectural designs.

In other Branches, persons with Diploma in Engineering or a pass certificate from a recognised College of Art are recruited. Sometimes, persons without such Diploma or Certificate but having practical experience in Draftsmanship are recruited and they are given the pay scale of Draftsmen (with pass certificate from a recognised College of Art.). The posts of Head Draftsmen are always filled up by promotion of Draftsmen.

Of the posts shown in the Table, Draftsmanship Certificate is not an essential qualification for—

- (a) Draftsmen in Settlement Offices on 50—80;
- (b) Draftsman-Estimator in Presidency Jail on 75—105; and
- (c) Draftsmen in District Executive Offices on 55—100.

In all other posts, Draftsmanship Certificate is insisted upon.

(c) *Tracers*

Persons who have passed Intermediate Course in Drawing and Composition from the Government College of Art or its equivalent are recruited to these posts. We believe that practical experience without such qualifications is considered adequate in the posts in District Executive offices, where the pay scale is 50—80.

41. We have received suggestions from some of the Departments concerned for increased emolument for the Overseers, Sub-Overseers, etc. Considering the emoluments paid in other States and also in the Centre, we consider that a scale 200—10—400 may be appropriate for the posts of Overseers.

The pay scale suggested for the Sub-Overseers is not uniform—the major difference being in their minimum pay. As there will be no future recruitment in the cadre of Sub-Overseers, we do not think that much emphasis need be placed on the minimum pay of the posts. Consistently with the proposal we have made elsewhere, we suggest for the Sub-Overseers' pay in the scale of 175—7—245—8—325.

For qualified Draftsmen and Tracers, we feel that the scales of 150—5—250 and 125—3—140—4—200 respectively may well suit the requirements.

42. As observed earlier, there are, besides the qualified Draftsmen and Tracers, some posts where practical experience alone without any academic training is considered adequate. We propose to attach to this class of posts two different scales—one based on academic qualification and

experience and the other on practical experience alone. We accordingly suggest for the Draftsmen and Tracers pay scales as follows:—

Draftsmen

For persons with qualification of Overseers ..	200—10—400
For persons with qualification of Sub-Overseers	175—7—245—8—325
For persons with pass certificate from the Government College of Art or its equivalent.	150—5—250
For persons for whom the prescribed recruitment qualification is Matriculation or its equivalent and practical experience.	125—3—140—4—200
Others with practical experience only ..	100—3—136—4—140.

Tracers

- (a) For persons who have passed Intermediate Course in Drawing and Composition from the Government College of Art or its equivalent ; or
- (b) For persons where the prescribed recruitment qualification is Matriculation or its equivalent and practical experience.
- | | |
|--|------------------|
| Others with practical experience only .. | 100—3—136—4—140. |
|--|------------------|

43. *Head Estimators and Head Draftsmen*.—At present, some of the posts of Head Estimators are on regular time-scales, while the others are on the grade pay of the Estimators *plus* a special pay. In the posts of Head Draftsmen, however, there is a regular time-scale.

The Association of the Subordinate Engineering Service has suggested that there should be a separate time-scale for the Headships. As mentioned earlier, recruitment to the posts of Head Estimators is either from the posts of Overseers or of Sub-Overseers, while in the posts of Head Draftsmen, promotion is made from the rank of Overseers, Sub-Overseers or persons with pass certificates from the Government College of Art. In the revision of 1950, Government had sanctioned a separate time-scale for the posts; but later to suit the condition of the services it was changed to grade pay of the persons promoted to the posts *plus* a special pay of Rs.40. Under the circumstances, we do not propose any separate time-scale for the posts. They may carry, as in the past, the grade pay of the persons promoted to the posts *plus* the special pay of Rs.40

44. The Architectural Draftsmen being more skilled in their trade, we consider that they may require a better remuneration than what has been proposed for ordinary Draftsmen. Their present rates of emoluments are also higher than what are paid to the ordinary Draftsmen. At present, there are 3 grades—one on 300—400, and the other two on 250—300 and 150—210 respectively. We suggest that the last two grades on 250—300 and 150—210 be combined into one and the scale 200—10—400, which we have suggested elsewhere for posts on the existing scales 150—300, may be attached to these posts. The Grade I posts are filled up by promotion from the Lower Grades and we suggest for them a time-scale 350—25—525.

2. Miscellaneous Subordinate Posts

2. Miscellaneous Subordinate Posts

45. The distribution of the staff, their pay scale and the recruitment qualifications are as follows:—

Name of Department.	Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
					P.	T.	Total.
Home Department ..	Assistant Wireless Engineer.	Practical experience in maintenance, repair, etc., of Wireless apparatus.	1	..	Rs. 150—400	Rs. 50—70	Rs. 200—470
Animal Husbandry and Dairy Development Department.	Foreman, Dairy Development.	Diploma in Mechanical Engineering.	1	2	150—250	50—60	200—310
Irrigation and Waterways Department.	Pump Operator, Urban Drainage Division.	Diploma in Mechanical Engineering.	..	2	125—250	50—60	175—310
Ditto ..	Electrician-cum-Mechanic, Urban Drainage Division.	Ditto	..	1	125—250	50—60	175—310
Ditto ..	Assistant Pump Operator, Urban Drainage Division.	Ditto	..	2	100—225	45—60	145 285
Home (Jails) Department.	Workshop Foreman, Presidency and Dum Dum Jails.	Ditto	..	1	250—300	60—65	310—365
Agriculture and Food Production Department.	Tractor Supervisor, Central Tractor Organisation.	Ditto	..	12	200—250	55—60	255—310
Food, Relief and Supplies (Food and Supplies) Department.	Assistant Manager, Lake Garage.	Diploma in Mechanical Engineering with practical experience in an Automobile Workshop.	..	1	200—450 <i>plus</i> special pay of Rs.50.	60—88	310—588

Ditto	..	Assistant Engineer, Lake Garage.	Ditto	..	2	200—450	55—79	255—529
Ditto	..	Motor Transport Officers in Districts.	Ditto	..	4	200—450	55—79	255—529
Ditto	..	Technical Officer, Fuels.	Degree in Mechanical or Chemical Engineering or an Honours Degree in Chemistry.	..	1	200—450	55—79	255—529
Ditto	..	Building Superintendent, Office of the Special Officer (Construction).	A Diploma in Civil or Mechanical Engineering.	..	1	200—450	55—79	255—529
Ditto	..	Technical Officer (Buildings) Directorate of Consumer Goods.	Ditto	..	1	200—450	55—79	255—529
Ditto	..	Special Assistant, Directorate of Consumer Goods, Special Officer (Construction).	Diploma in Mechanical Engineering.	..	2	125—250	50—60	175—310
Food, Relief and Supplies (Food and Supplies) Department.	..	Car Examiner, Lake Garage.	Matriculate with practical experience in an Automobile Workshop of repute.	..	3	100—200	45—55	145—255
Ditto	..	Night Foreman, Lake Garage.	Ditto	..	1	100—200	45—55	145—255
Ditto	..	Area Foreman, Directorate of Transportation.	Ditto	..	14	100—200	45—55	145—255
Ditto	..	Building Supervisor, Office of the Special Officer, (Construction).	1	80—180	45—55	125—235

46. All the posts on 200—450 are in the Department of Food, Relief and Supplies (Food and Supplies Branch). Out of them, the post of Building Superintendent in the office of the Special Officer, Construction, is, we understand, lying vacant. As this office has one qualified Civil Engineer at the top and also other technical staff with Overseer and Sub-Overseer qualifications, we consider that the post of Building Superintendent under the Special Officer (Construction) may be abolished.

Regarding the others, we are to mention that the following posts are either highly specialised or carry supervisory duties, viz.—

- (a) Assistant Manager, Lake Garage;
- (b) Motor Transport Officers in Districts;
- (c) Technical Officer, Fuels; and
- (d) Technical Officer, Buildings.

We recommend for these posts pay in the scale of 250—15—550, subject to the special pay now attached to the post of Assistant Manager, Lake Garage, being withdrawn. For the others, we suggest pay in the scale of 200—10—400.

47. Majority of the remaining posts are on the scales 150—400, 150—250, 125—250, 250—300 and 200—250. Following the pattern adopted elsewhere, we suggest for the posts a unified scale of 200—10—400.

48. The rest are on the scales 100—225, 100—200 and 80—180. We suggest for them pay in the scales of 175—7—245—8—325, 150—5—250 and 125—3—140—4—200 respectively.

(c) *Work Assistants*

49. The distribution of the staff in various scales and their number are given below:

Existing emoluments.			Number of posts in—				Total.
Basic scale.	Dearness Allowance and Food Allowance.	Total.	Development.	Public Works.	Public Health Engineering.	Agriculture and Food Production.	
55—130	45—50	100—180		24			27
55—100	45—45	100—145½					2
50—80	35—45	85—125		159	38		201
							230

The recruitment qualification for these posts is Matriculation or its equivalent. All such staff are first recruited in the scale 50—80 and then promoted to the scale 55—100 in the Public Health Engineering Department and 55—130 elsewhere, provided they can pass a Departmental test. We are of opinion that the scale 100—3—136—4—140 may be attached to the posts on the existing basic scale 50—80, the scale 125—3—140—4—200 being made applicable to posts on the existing basis scales 55—100 and 55—130 subject to the same condition of passing the test.

CHAPTER 15

Librarians

There are 15 scales of pay for the Librarians under the State Government. Of them, 7 are clerical grades, ranging between 55—130 and 150—210, being applicable to Librarians, who are not professionally qualified. The remaining 8 scales for the professionally qualified staff and the Institutions to which they are attached are:—

Institutions.	Number of posts.	Scales of pay.	Prescribed qualifications.
A—Librarians			
Rs.			
I. Government Colleges and Schools—			
Bengal Engineering College.	1	350—15—500	Master's degree or B.Sc. with distinction and diploma in Librarianship with working knowledge in any European language other than English.
Sanskrit College ..	1	200—10—420—15—450	Master's degree with diploma in Librarianship.
Other Colleges ..	4	(i) 130—5—150—10—350.	M.A./M.Sc./Honours Graduates with diploma in Librarianship/[with initial start at Rs.140 for M.A./M.Sc. with diploma].
		(ii) 100—5—215—10—225.	Graduate with diploma in Librarianship.
Schools ..	3	100—5—215—10—225	Graduate with diploma in Librarianship.
II. Other Institutions—			
District Libraries ..		200—10—420—15—450	Honours Graduate with diploma in Librarianship and practical experience of at least 2 years.
West Bengal Secretariat		300—15—450	A good degree preferably M.A., and diploma in Librarianship with at least 10 years' experience.
B—Assistant Librarian/Technical Assistants			
Bengal Engineering College.	2	125—5—240—10—250	B.A./B.Sc., with training in Librarianship and working knowledge in an European language other than English.
West Bengal Secretariat		(i) 130 5 150—10—350. (ii) 100—5—190—20—250.	} Graduate with diploma Librarianship.

Besides, there is a post of Film Librarian on 200—5—290—10—350 in the Education Department. Knowledge of handling Audio-visual apparatus and of film technique is required of him.

2. While prescribing scales for professionally qualified Librarians in Colleges in 1959 the Education Department allowed the existing unqualified Librarians to continue on their own scales of pay till they qualify themselves for the prescribed scales. As a result many Librarians in big Colleges like Presidency and Medical Colleges, are still on clerical scales of pay.

We understand that at present the scope of training in Librarianship is much enlarged and the supply of qualified personnel has greatly improved. When the nature of duties and responsibilities requires that the Librarian of an institution should be professionally qualified, the qualification should be insisted upon in filling the post.

3. While we agree that the pay scales of the Librarians should be related to the qualifications, we consider that there should be proper classification of the posts on the basis of duties that are expected of them. This, in our opinion, will depend on the size of libraries and the type of the institutions they serve.

4. Of the departmental libraries the West Bengal Secretariat Library is the biggest and has a collection of rare books mostly from the time of British Settlement in Bengal which have great historical value. It is appropriate that the Librarian should be highly qualified with experience in the line. But most other departmental libraries are small in size where duties and responsibilities consist of Library routines or techniques which may be performed by a clerk having some elementary training or experience. A clerical grade is appropriate for such libraries.

5. The pay scales of the professional Librarians are parallel to the comparable educational personnel of the State. In our opinion, if the classification of the posts is properly made, the various pay scales of the professional staff may be standardised at three levels broadly equated with the pay scales of the Lecturers in Colleges and of the trained Graduate Teachers of the Secondary Schools.

6. Accordingly we suggest that the existing libraries may be classified in the following manner and we recommend the scales of pay of the Librarians as noted against each class:—

Class of library.	Description.	Post.	Qualifications.	Proposed scale of pay Rs.
A	(1) Libraries of Institutions where Post-Graduate studies or Research are carried on; and where the catalogue strength exceeds 50,000 and the number of journals of learned societies, subscribed and maintained is more than 40, or	Senior Librarian.	At least a Second Class M.A. with a diploma in Librarianship. A certificate of proficiency in a foreign language other than English.	275—15—350—20—650.
A	(2) Special Libraries for maintenance of valuable manuscripts or old records of considerable number.			
B	Libraries other than those included in Class A and C.	Librarian	At least a Graduate with diploma in Librarianship.	200—10—400.
C	Libraries with effective strength of less than 10,000—			
	(i) Which require the services of professionally trained personnel;	Librarian	Graduate with diploma in Librarianship.	175—7—245—8—325
	(ii) Which do not require the services of professionally trained staff.	Librarian	125—3—140—4—200

Pay should depend on both conditions, viz., the class of the Library or the nature of the post and the qualifications.

7. For Assistant Librarians and Technical Assistants who are professionally qualified we recommend the scale of 175—7—245—8—325 for libraries where the headships are on the scale 275—15—350—20—650 or 200—10—400 and 150—5—250 for those where the librarians are on the scale 175—7—245—8—325. As regards other library staff, such as cataloguers, library assistants or clerks who carry out routine jobs under the guidance of the professional staff, the clerical grade 125—3—140—4—200 is appropriate for such type of duties.

8. For the post of Film Librarian we recommend the scale of 200—10—400.

CHAPTER 16

Manual Workers

In this Chapter, we deal with Manual Workers like Peons, Jamadars, Sweepers, Carpenters, Fitters, Mechanics, etc. They are either unskilled, semi-skilled or skilled. In the two groups "Semi-skilled and Unskilled", little or no education or special training is required except that in some cases the persons appointed may be members of a professional caste, e.g., Barber, Sweeper or Dhobi. In the skilled group a certain amount of experience and practical training is required. For administrative purposes such establishments are now classified as—

- (a) Establishments created and/or retained with the previous sanction of Government, the pay and allowance of such staff being specifically provided for in the budget. We have hereafter referred to such establishment as "Regular Establishment";
- (b) "Contingent Establishment" (i.e., establishments sanctioned by Heads of Departments or by Heads of Offices under their delegated powers). The pay and allowances of such establishment are met from the provision made in Budget for "Office Contingencies"; and
- (c) "Work-charged Establishment" (i.e., establishments as are employed upon the execution or the immediate technical supervision of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such works or sub-works). Such establishments are sanctioned by Divisional Officers-in-charge of the specific work, the pay and allowances of such staff being charged direct to the work.

Besides, workers on daily rates are appointed in some organisations, the cost of such establishment being debited to the head "Office Contingencies".

Establishments under Item (a) are either permanent or temporary; but those under Items (b) and (c) are all temporary. Majority of the staff in all the three establishments are whole-time; part-time men are appointed on temporary basis according to necessity. In each of the three classes, the staff are paid either in time-scales or at fixed rates.

2. The emoluments of workers on daily rates and of part-time employees are fixed according to the rates prevailing in the locality. The rates therefore are likely to vary from time to time and from place to place. No question of a general revision arises in such cases.

Posts on fixed or consolidated rates of pay are more or less of an ad-hoc character. They are mostly attached to temporary departments like the Department of Refugee Relief and Rehabilitation, Relief Branch of the Food, Relief and Supplies Department, etc., or to temporary schemes sanctioned under the 5-Year Plans. Government may consider each such case on its merit and fix a suitable remuneration after obtaining all available data relevant to the question.

Our recommendations which follow are confined to posts on time-scales.

REGULAR ESTABLISHMENTS

(i) Posts other than those of Motor Drivers

3. The distribution of such staff—skilled, semi-skilled or unskilled, by the scale of pay (inclusive of Dearness and Food Allowances) is as follows:

Present emoluments.			Number of staff.		
Basic scales.	Dearness Allowance and Food	Total.	Unskilled.	Semi-skilled or skilled.	Total.
	Rs.	Rs.			
20—1/4—25	37—37	57—62	28,526	253	28,779
22—1/4—27	37—37	59—64	47	..	47
30—1/2—35 with	30—30	60—65	3,044	..	3,044
(i) 30 per cent. of the cadre in 35—1—40.	30—30	65—70			
(ii) 10 per cent. on 40—1—60 ..	35—45	75—105			
25—1/2—35	35—35	60—70	4,952	400	5,352
25—1—35					
27—1—37	35—35	62—72	..	4	4
30—1/2—35—1—45	35—35	65—80	346	281	627
30—1—35—2—45					
35—1—45	35—35	70—80	..	1	1
35—1/2—40—1—50	35—35	70—85	511	390	901
35—1—40—2—50					
25—40 plus ad-interim increase of Rs.17—20 (i.e., 42—60).	35—45	77—105	1	..	1
40—1—60	35—45	75—105	14	142	156
50—1—60	35—45	85—105	20	10	30
50—2—60—3—75	35—45	85—120	31	234	265
50—1—68—2—80	35—45	85—125	59	564	623
60—3—90	45—45	105—135	..	252	252
65—3—95	45—45	110—140	..	40	40
50—2—100	35—45	85—145	..	1	1
55—1—58—2—100	45—45	100—145	..	32	32
75—3—105	45—50	120—155	..	165	165
80—3—110	45—50	125—160	..	6	6
90—4—130	45—50	135—180	..	251	251
110—4—150	50—50	160—200	..	322	322
130—5—180	50—55	180—235	..	8	8
150—10—200	50—55	200—255	..	1	1
150—6—210	50—60	200—270	..	4	4
Total ..			37,551	3,361	40,912

It appears that—

- (a) 92 per cent. of the total staff belong to the “unskilled” group, the remaining 8 per cent. being either “skilled” or “semi-skilled”; and
- (b) There are in all 28 scales. Bulk of the employees are on the scales 20—25, 25—35 and 30—35, almost all of them being in the unskilled group.

The other scales where there is concentration of staff are 30—45, 35—50, 40—60, 50—75, 50—80, 60—90, 75—105, 90—130 and 110—150. The number of employees in the remaining scales is quite small.

4. In the “unskilled” group, recruitment is mainly direct, there being only a few promotion posts. As little or no education or special training is required, the age of entry is low. The compulsory age of retirement is also higher, viz., 60. The length of the time-scales of all such posts may, therefore, be fixed at 20 years, irrespective of whether the method of recruitment is direct or otherwise. The maximum of the time-scales attached to this group does not now rise above Rs.45.

Majority of the employees in the other scales are in the “skilled or semi-skilled” category. As persons of the requisite standard of experience or training may not be available in this group in their early twenties, we propose for them time-scales of short length. Thus we recommend for these groups time-scales—

- (a) of 20 years where the maximum of the present scales does not rise above Rs.45; and
- (b) of comparatively short lengths for others.

5. The question of fixing a suitable scale of pay for Manual Workers of the lowest grade is a difficult one. They are the largest group of Government servants and the financial implication of a recommended rise is necessarily high. While we have to consider the capacity of Government to bear the financial burden of our recommendation, there are various other considerations also, social and otherwise, which are no less important. Purely economic consideration, viz., supply and demand would produce too low a wage which is unacceptable in any case. We have, therefore, taken into consideration such factors as wages paid under the Minimum Wages Act, and wages fixed in the awards of Industrial Tribunals in recent years and the rise in the cost of living. The rates of remuneration fixed for Unskilled Manual Workers in the awards of the recent Labour Tribunals in the various industries vary from Rs.53 in the Printing Presses to Rs.76.66 in the Paper Mills. Most of these industries operate in Calcutta and its neighbourhood. At present, the rate of increment in the lowest scale is Re.1 in four years. The “Nimnatama Sarkari Karmachari Samity” in their evidence before us expressed dissatisfaction at the very long interval necessary to earn an increment. This grievance appears reasonable. On the basis of the data of wages as above and taking all other relevant facts into consideration, we recommend in place of the lowest scale of 20—25, a scale of 60—1/2—65—1—75 with a House Rent Allowance of Rs. 5 for Calcutta. The average of the scale is 67.5 outside Calcutta and 72.5 in Calcutta.

With 1939 as base, the cost of living index of working class is now 413.4 (March 1961). In 1939 the pay scale of these men was 13—17 with Rs.2 extra for Calcutta. The average was 15 outside Calcutta and 17 in Calcutta.

The Table below shows the relative increases in the cost of living and in the remuneration of this group since 1939—

TABLE

Year.	*Cost of living index.		Index of average remuneration.	
	Calcutta.	Outside Calcutta.	Calcutta.	Outside Calcutta.
March 1939	100	..	100	100
March 1950	347.9	..	344.1	303.3
March 1957	375	..	385.3	396.6
March 1961	413.4	..	426.4	450

Thus the scale recommended will not only compare favourably with the level of wages fixed under the Minimum Wages Act or under the awards of Industrial Tribunals; it will also compensate them substantially for the increase in the cost of living.

Regarding the others on pay scales above the lowest grade, we have examined their duties, etc., and also the various proposals placed before us and have come to the following conclusions:—

- (a) Of the Process-servers, there are a few employees who are designated as "Probationary Process-servers" and allowed pay on the scale 20—25 while others are on the scale 25—35. This difference appears unnecessary and we think that the Probationary Process-servers should be on the same time-scale as the Process-servers.

Similarly, the Dufftries and the Record Suppliers (both on the existing scale 20—25) in some of the offices outside the Secretariat should be placed on the same time-scales as the Dufftries and Record Suppliers in the Secretariat.

- (b) Parity in respect of the emoluments of the Excise Peons and the Forest Guards with those of the Police Constables has been suggested to us. We are of the view that the duties of the Police Constables are more varied and also more arduous than those of Excise Peons or the Forest Guards and it is not proper to attempt any comparison. The *status quo* should thus remain.

- (c) Majority of the staff designated as "Labourers, Orderlies, Jamadars, Oilmen, Gasmen, Attendants, Pumpmen, Cleaners, Durwans, Mate, Khalasi, Helpers, Assistant Helpers, and Store Khalasis, etc." are now on the scale 20—25 but there are some who are on the scale 25—35, 30—45 and so on. The work of all such employees is unskilled and there is no justification for unequal pay for them, except when they have some supervisory duties justifying a higher scale.

- (d) Of the Craftsmen, Moulders, Blacksmiths, etc., there are a few employees who are now on the scale 20—25. We suggest that they should be placed in the scale just above the scale for the lowest grade employees.

*The cost of living index is for Calcutta. It is not available for areas outside Calcutta.

- (e) Malis or Gardeners are generally on the lowest scale 20—25. An ordinary Mali functions more or less as an Agricultural Labourer and should be paid accordingly. A Head Mali or a Senior Mali, i.e., one who is more experienced and supervises the work of other Malis or a Mali who has been trained for a special type of job may, however, be given a higher scale.

Similarly, the Cooks or the Boatmen, Majhis and Dandis should be given the lowest scale, except that the Head Cooks or the Head Boatmen may be on higher scales.

- (f) In some offices there are a few Mechanic-Cleaners on the scale 30—35. They are really not mechanics but cleaners only. A cleaner need not also be a mechanic. We suggest they should be placed in the scale for the lowest grade Government servants.

Subject to the above observations, we recommend that posts on the existing scales shown in Column 1 of the Table below may be fitted in the scales shown in Column 4 thereof:—

TABLE

Existing scales.			Proposed scales.
Basic scale.	Dearness Allowance and Food Allowance.	Total.	
(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
20—1/4—25	37—37	57—62	} 60—1/2—65—1—75..
22—1/4—27	37—37	59—64	
30—1/2—35	30 30	60 65	
25—1/2—35	35—35	60—70	} 65—1—85.
25—1—35	35—35	60—70	
27—1—37	35—35	62—72	
30—1/2—35—1—45	35—35	65—80	
30—1—35—2 45	35 35	65 80	
35—1—45	35—35	70—80	
35—1—40	30—30	65—70	} 80—1—85—2—105.
35—1/2—40—1—50	35—35	70—85	
35—1—40—2—50	35—35	70—85	
25—40 <i>plus</i> ad-interim increase of Rs.17—20 (i.e., 42—60).	35—45	77—105	
40—1—60	35—45	75—105	
50—1—60	35—45	85—105	
50—2—60—3—75	35—45	85—120	} 100—3—136—4—140.
50—1—68—2—80	35—45	85—125	
60—3—90	45—45	105—136	
65—3—95	45—45	110—140	
50—2—100	35—45	85—145	} 140—5—210
55—1—58—2—100	45—45	100—145	
75—3—105	45—50	120—155	} 110—4—170.
80—3—110	45—50	125—160	
90—4 130	45 50	135 180	} 200—10—300.
110—4—150	50—50	160—200	
130—5—180	50—55	180—235	} 200—10—300.
150—10—200	50—55	200—255	
150—6—210	50—60	200—270	

6. It has been represented to us that the number of Peons now in service is too large and may considerably be reduced without any loss of efficiency. Even the "Writers' Buildings Nimnatama Sarkari Karmachari Samity" agrees to it subject to the condition that the staff so rendered surplus should not be discharged but absorbed in future vacancies. We are inclined to think that the employment of peons in large numbers as we have in this country is largely a relic of the past. This costs the public exchequer a heavy amount without commensurate return and is a drag on their own emoluments. We accordingly suggest that a review of the existing strength of peons may be made on the basis of the standard which we have proposed in a subsequent chapter and that the programme of reduction of peons may be carried out by a ban on new recruitment and gradual absorption of surplus personnel in vacancies arising in district or elsewhere.

7. There are at present designations of Office Peons, such as Peons, Messenger Peons, Attendants, Servants, etc., although the nature of their duties is the same. Again, there are posts such as Durwans, Watchmen, Watchers, Chowkidars, etc., where the nature of duties is different from those of Peons, Servants, etc., employed in office. Except in large institutions where the work-load is heavy, such distinctive designation is not desirable. Such distinctive classification should be removed and a common designation like that of an "Attendant" or so be introduced.

(ii) Motor Drivers

8. Their existing rates of emoluments and the number are—

Existing Emoluments.			Name of the posts.	Number of posts.	
Basic scale.	Dearness Allowance and Food Allowance.	Total.		P.	T.
100—4—150 ..	50—50	160—200	Mechanic knowing Driver, Development Department.	..	1
110—4—150 ..	50—50	160—200	Driver Mechanic, Jute Development Office, Agriculture and Food Production.	..	1
90*—5—140 ..	45—50	135—190	Driver, Janata College, Banipur	..	1
50—1—68—2—80	35—45	85—125	Driver, College of Leather Technology.	..	1
75—3—105 for Heavy Vehicles Drivers. }	45—50	120—155	Drivers in all other offices ..	312	724
50—2—60—3—75 for Light Vehicles Drivers. }	35—45	85—120			
				312	728
				1,040	

Government in the Department of Home (Transport) have lately decided that all Drivers (whether driving heavy or light vehicles) belonging to their "Pool" should draw pay in the scale of 50—2—60—3 75 *plus* usual allowances, i.e., 85—120 in all. Following this pattern, we suggest a unified scale of 100—3—136—4—140 for Heavy and Light Vehicle Drivers.

9. We are informed that there are two Mechanic Knowing Drivers—one in the Development Department and the other in the Jute Development

Office under Agriculture and Food Production Department. They do not have any certificate about their mechanical knowledge from any recognised institution nor do they appear to have any special training in such an institution. Between them and the other drivers there is hardly any difference in qualification or in the nature of work done by them as to justify the difference in designation or pay. In our opinion they should be on the same scale as proposed for other Motor Drivers. The designation should also be the same.

(b) Contingent Establishment

10. As stated earlier, the power of sanctioning such establishment rests with the Heads of Departments. We suggest that the Sanctioning Authorities be advised to fix the pay scales of the posts now under them in one or other of the scales which we have proposed above for corresponding posts in the Regular Establishment, reference being made to Government in cases of doubt, if any.

At present there is a Government Order under which the pay of Contingent staff in the lowest grade does not exceed the pay scales of the lowest posts in the Regular Establishment; but in respect of establishments on higher grades, there is no such provision. We suggest that a Government Order should issue restricting the pay scales of the higher grade posts to what is allowed in corresponding posts in the Regular Establishment.

11. While going through the pay rates of Contingent staff, we find that there are some posts which are still on the pre-1950 scales *plus* ad interim increases. We suggest that they also should be given one or other of the scales proposed for the Regular Establishment, subject to the conditions mentioned in paragraph 10.

There are some Boy Majdoors employed in Cinchona Plantations, etc., who are now paid in a 12-year scale 15--1/4--18 *plus* Dearness Allowance, totalling to Rs.52 to Rs.55. The rates of wages of Boy Majdoors on daily rates in Cinchona and Ipecac Plantations vary from .37 nP. to 1.21 nP. per day. The pay scale allowed to Boy Majdoors in Contingent Establishment is thus higher. As there are about 14 such Majdoors we do not want to suggest any reduction in their pay rates; but when recruiting in future, care should be taken to see that their remuneration is at par with the daily wage rates of Boy Majdoors prevalent in the locality.

(c) Work-charged Establishment

12. Like the Contingent Establishment, the power of sanction of Subordinate Authorities to entertain work-charged staff is subject to the condition that the pay of any such post shall not exceed the prescribed rates of corresponding posts in Regular Establishment subject to a maximum of Rs.250 per month in each case. We suggest that the Subordinate Authorities be advised to take steps to attach to the posts now under them, one or other of the scales which we have suggested for corresponding posts in the Regular Establishment. In cases of doubt, if any, reference should be made to Government.

13. Majority of the Work-charged staff are employed in the departments or offices doing construction work. The Department of Public Works have laid down standards for entertainment of Work-charged staff in their Memo. No. 4662-E, dated 9th October 1959. But there is no ceiling on the expenditure for Work-charged staff in relation to the total expenditure on "Works". We suggest that some ceiling bearing a reasonable and economic

ratio to the total expenditure on "Works" be introduced in all offices employed on construction work. We understand that the percentage of expenditure on Work-charged Establishment in the Roads Branch of the Development Department does not usually exceed 2½ per cent. of the total expenditure on works.

Similarly, attempt should be made to restrict contingent expenditure to a certain percentage of the total budget provision on the basis of the past actuals.

14. *Special Pays.*—The rates of special pays attached to some of the posts are as follows:—

Name of the office.	Designation of the post.	Number of posts.	Amount of special pay.	Reasons for granting the special pays.
			Rs.	
Joint Director of Industries, Handloom.	Peon-sum-Night Guard.	3	10 each.	For working as Night Guard.
Deputy Director of Industries, Marketing.	Watchman ..	1	3	} For working as Night Guard.
Industrial Centres, Burdwan and Bankura.	Durwan-cum-Night Guard.	2	10	
Deputy Commissioner, Enforcement, Hungerford Street.	Peon-cum-Caretaker.	1	10 per month.	
Director of Cinchona ..	Duftry ..	1	5 per month.	} For operating Duplicating, Franking or Addressograph Machines.
Commissioner of Excise ..	Duftry ..	1	5 per month.	
Malda Construction Division under Development Department.	Duftry ..	2	5 each.	
Director of Publicity ..	Duftry ..	1	5 per month.	
	Duftry ..	1	3 per month.	
	Packer ..	1	5 per month.	
Commissioner, Commercial Taxes.	Peon ..	1	5 per month.	
Chief Engineer, Construction Board.	Driver ..	1	25	For extra work of petty repairing.
Director of Publicity ..	Driver ..	1	17	For working at night.
	Peon ..	1	1/5th of basic pay.	For operating Hand Pump in the General Store.
	Helper ..	1	5	For working in Photographic Laboratory.
Superintendents of Excise	Excise Peons	39	1 each.	For guard duty at Ware Houses.
Gouripur Leper Colony ..	Motor Driver	2	5 each.	} Risk Allowance—treated as Special Pay.
	General Duty Attendants.	8	5 each.	
	Stretcher Bearer-cum-Cleaner.	2	5 each.	
	Medicine Carrier.	1	5	
	Peon ..	1	5	
Infectious Diseases Hospital.	Ambulance Driver.	2	10 each.	
	General Duty Attendants.	..	5	

It will be noticed that there is no uniformity in the rates of allowances sanctioned for Night Guard duty or for operating Duplicating and Franking Machines, etc. We suggest that there should be a uniform rate, the maximum being Rs.5 per month. We have already observed that the number of peons now in service is in excess of requirement. Pending review of their existing strength as suggested in paragraph 6, we recommend that for the present the staff necessary for guarding offices at night or for operating Duplicating, Franking or Addressograph machines should be found out of the existing cadre without any extra remuneration.

The Motor Driver in the office of the Chief Engineer, Construction Board, does not appear to have any special training or knowledge in petty repairs or to hold any certificate from a recognised institution in support of any such special knowledge. For reasons stated in paragraph 9 above we do not find any justification for a special pay of Rs.25 to him. He should be treated as any other drivers.

The special pay of Rs.17 per month is paid to a Motor Driver under the Director of Publicity, as he is required to remain in the garage at night in order to carry urgent messages to press and also to the officers. Government have in the Writers' Buildings a separate organisation (i.e., the Central Despatch Office) whose services are available day and night. We suggest for the consideration of Government whether in future, the work of carrying messages now done by the Driver residing in the garage, could not be entrusted to the Central Despatch Office and the special pay withdrawn. We also do not find any justification for continuing the special pays of the peons in the General Stores and the Helper in the Photographic Laboratory under the Director of Publicity. They should be abolished.

Special pay of Excise Peons for guard duty at Warehouses—This may continue.

Risk Allowance in Leper Colony or in the Infectious Diseases Hospital

The risk allowance of Rs.5 per month has been withdrawn from 1st November 1958 and in lieu thereof, a light refreshment at a cost not exceeding .20 nP. per day is served to each Manual Worker employed in such hospitals or clinics. Only the employees in service on 1st November 1958 have been allowed option to draw risk allowance of Rs.5 per month or to have the facility of light refreshment mentioned above. In the above circumstances, we have no comments on it.

CHAPTER 17**Personal Assistants/Administrative Officers**

Personal Assistants or Administrative Officers are usually attached to the important headships outside the Secretariat in order to relieve them of some of the routine duties in the day-to-day administration of the office. Recruitment to such posts is usually made—

- (a) by transfer from the State Service—Senior, State or Junior, within the department or outside it; or
- (b) by promotion of Head Clerks or Senior Clerks from office.

Compared with the duties of officers in the different State Services, the duties in the posts of Personal Assistants are not more arduous and responsible than those in the normal line of the services to which the State Service Officers may belong. We accordingly suggest that State Service Officers, whether appointed by transfer from services within the department or outside it, should not draw any special pay in the posts of Personal Assistants or Administrative Officers.

Regarding the promotees, we are to mention that the highest pay for the Head Clerks in offices outside the Secretariat has been suggested at 350—25—525. For the Administrative Officer in the office of the Commissioner of Police, Calcutta, and for the Registrar in the office of the Inspector-General of Police where the recruitment is by promotion, we have suggested pay in the scale 500—25—550—30—700. We recommend that the same scale be adopted for the Personal Assistants/Administrative Officers promoted from office.

CHAPTER 10

Research Staff

There are at present two organisations under this Government which are exclusively doing research work, e.g.,—

- (1) The River Research Institute;
- (2) The Roads and Buildings Research Institute.

2. The annexed Table shows the distribution of the staff among different scales, their number and the recruitment qualifications.

3. It has been suggested to us that the pay scales of the Research staff in the River Research Institute should be increased, they being given higher initial pay on appointment as in the case of the Teaching staff in Educational Institutes.

4. Recruitment to the Research staff in the River Research Institute is both from the Civil Engineers and holders of Masters or Doctorate Degrees in Natural Sciences. We suggest that the pay scales for the posts should be fixed in conformity with the general principles in Chapter 3, advance increments on initial appointment being granted on the basis of one increment for each completed year of approved research work before appointment subject to a maximum of 5 such increments. We also consider that having regard to the recruitment qualifications and duties, the pay scales of the posts of Silt Analyst, Senior Observer and Silt Surveyors should be equalised.

5. Subject to the above observations, our recommendations regarding the pay scales of the posts are as follows:—

River Research Institute

				Rs.
Director	1,500—60—1,800.
Deputy Director	700—50—1,250.
Chief Research Officer	400—40—1,000—50—1,250.
Research Officer	325—30—475—35—1,000.
Assistant Research Officers	275—15—350—20—650.
Senior Research Assistant	200—10—400.
Research Assistant	} 175—7—245—8—325.
Silt Analyst	
Senior Observer	
Silt Surveyor	
Computers	125—3—140—4—200.

Roads and Building Research Institute

Deputy Director	700—50—1,250.
Assistant Directors	} 325—30—475—35—1,000.
Research Officers	

6. At present a Special Pay of Rs.100 is attached to the post of Assistant Director, Roads and Buildings Research Institute. It is not clear why the Special Pay is paid in this case. We suggest that it should be withdrawn.

TABLE
Statement showing the distribution of Research staff in the River Research Institute amongs different scales, their number and method of recruitment

Name of the post.	Method of recruitment.	Number of posts.		Existing Emoluments.		
		P.	T.	Basic scales.	Dearness Allowance and Food Allowance.	Total.
Gazetted						
Director Both by direct recruitment and by promotion of Superintending Engineers. Qualification for direct recruitment—Scientists or Engineers with special experience in River problem.	1	..	1,450—1,850	254—263	1,704—2,113
Deputy Director	.. Both by direct recruitment and by promotion of Chief Research Officers. Qualification for direct recruits— B. E. (Civill).	1	..	500—1,200	88—210	588—1,410
Chief Research Officer	.. Both by direct recruitment and by promotion of Research Officers. Qualification for direct recruits—First Class B. E. (Civill), First Class M.Sc., or Directorate Degree in Applied Mathematics or in any branch of Physics or Chemistry.	2	..	350—1,200	70—210	420—1,410
Research Officer	.. Both by direct recruitment and by promotion of Assistant Research Officer. Qualification for direct recruits—First Class M.Sc., or Directorate Degree, or First Class B. E. (Civill).	3	3	250—850	60—149	310—999
Assistant Research Officers Both by direct recruitment and by promotion of Research Assistant. Qualification for direct recruits—First Class M.Sc., or Directorate Degree of Second Class M.Sc., with First Class Honours.	6	4	200—450	55—79	255—529

Non-Gazetted

Senior Research Assistant	.. By promotion of Research Assistant	..	1	..	150—300	50—65	200—365
Research Assistant	.. By direct recruitment	..	10	19	100—225	45—60	145—285
	Qualification—B.Sc.						
Silt Analyst	.. By direct recruitment	..	1	1	100—225	45—60	145—285
	Qualification—B.Sc.						
Senior Observers	.. By direct recruitment	..	5	11	90—130	45—59	135—180
	Qualification—B.Sc.						
Silt Surveyor	.. By direct recruitment	..	4	14	90—130	45—50	135—180
	Qualification—B.Sc.						
Computers	.. By direct recruitment	..	5	1	70—150	45—59	115—200
	Qualification—B.Sc., or I.Sc., with one years' trainin in computation.						

Research staff in Roads and Buildings Research Institute, Development (Roads) Department

Deputy Director	.. Recruitment qualification not yet fixed. At present the post is held by an Executive Engineer.	..	1	500—1,200	88—210	588—1,410
Assistant Director	.. By direct recruitment	..	1	250—850 plus special pay of Rs.100.	70—166	420—1,116
	Qualification—M.Sc.					
Research Officers	.. The present incumbents are Civil Engineers	..	2	250—850	60—149	310—999

CHAPTER 16

Statistics

For Statistical work, there are, besides a Central Organisation (i.e., the State Statistical Bureau), separate establishments in some of the Departments and Offices as shown below, viz.,—

- (1) Director of Industries,
- (2) Food and Supplies Branch of the Department of Food, Relief and Supplies,
- (3) Director of Health Services,
- (4) Director of Agriculture and Food Production,
- (5) Commissioner of Labour,
- (6) Development Department of Government,
- (7) Director of National Employment Service,
- (8) Director of Tribal Welfare,
- (9) Chief Inspector of Factories,
- (10) Department of Community Development and Extension Services,
- (11) Department of Public Works,
- (12) Director of Mining, and
- (13) Director of Cinchona.

Besides, there are two posts on 130—350 in the Department of Agriculture and Food Production and 1 post on 150—400 in the Relief Branch of the Department of Food, Relief and Supplies for doing exclusively the statistical work of the Departments.

2. The Departments and Offices mentioned above collect and compile data in respect of matters relating to their own Departments or Offices. The Central Organisation (i.e., the State Statistical Bureau) on the other hand conducts annual census of Government employees, undertakes special enquiries and sample surveys of topical interest, maintains index number of the cost of living, wholesale prices, etc., estimates the State income and does all other statistical work of higher technical level entrusted to it. It also organises training courses for the staff of the Bureau and other Government offices engaged in statistical work.

3. It has been suggested to us that the statistical work now done in the different offices may be centralised in the "State Statistical Bureau". The evidence before us shows that the majority are not in favour of centralisation, as it may neither improve efficiency nor help to ensure economy. We also consider that Departmental compilation of statistical data relating to that Department has its obvious advantage and should not be disturbed, though higher statistical work must necessarily be centralised.

4. While the Departmental statistical work is with advantage done in the Department, all statistical workers above a certain level should belong to one cadre from which they should be deputed to the different Departments. The cadre or cadres should be administered by the State Statistical Bureau. This will ensure better co-ordination, better technical supervision and higher efficiency and at the same time attract candidates of better calibre to Government service by improving their prospects of promotion. Statistical workers will in this way be transferable from Department to Department and thereby develop a broader outlook and an esprit de corps,

so essential for better standard of statistical work. We give our concrete proposal for the construction of the cadre after examining all the different posts and their pay scales.

5. In the (1) Statistical Bureau, (2) Office of the Director of Industries, (3) Food and Supplies Branch of the Department of Food, Relief and Supplies, (4) Office of the Commissioner of Labour, and (5) in the office of the Director of Cinchona, most of the superintending staff are required to be qualified statisticians having Master's or Honours Degree in Statistics, Mathematics, Physics, Economics or an allied subject. In the other offices, the superintendence, guidance and co-ordination of the statistical work are in the hands of the Departmental Officers with some statistical knowledge—working either whole-time or part-time according to the volume of work involved.

Statistical Officers in the office of the Director of Health Services are Medical Graduates with knowledge of statistics. Similarly, the Statistical Officer in the office of the Director of Agriculture is an Agricultural Graduate with statistical knowledge. Candidates with both M.B.B.S. and good statistical qualifications or Agricultural Graduates with good statistical qualifications may not be available in plenty. We also do not think that the statistical work in the said offices is such as cannot be done efficiently by persons with good statistical qualifications. Emphasis on higher statistical qualification would only improve the statistical work of these Departments. We, therefore, suggest that these posts should be taken out of their existing cadres and included in the centralised cadre proposed in paragraph 4.

6. The annexed Table (No. 1) shows the composition of the staff in the different offices, their number, pay scales and the recruitment qualifications.

It will be noticed from the said Table that the method of recruitment to the Superior posts is partly direct and partly by promotion. Their recruitment qualifications are in most cases similar, except in the office of the Director of Industries where the Statistician possesses a lower qualification equal to that of the Supervisory heads in the Subordinate Service in the State Statistical Bureau. The pay scales are also equal in comparable posts, except that the Assistant Labour Commissioner, Statistics, is on a slightly higher scale 250—850 against 250—750 elsewhere.

The number of Superior posts in the offices of (1) the Director of Industries, and (2) the Commissioner of Labour, however, appears to us to be high. We accordingly suggest that Government may review the staff position in these offices and make suitable adjustment, if necessary.

As observed earlier, the Statistician, office of the Director of Industries, possesses lower qualifications. He should, in our opinion, draw pay in the scale of the Subordinate Service in the office of the State Statistical Bureau with whom his qualifications are comparable. The post should also be included in the Subordinate Service.

In the Department of Food and Supplies, the Director of Statistics is assisted by a qualified Assistant Director. The Director, in his evidence before us, has stated that his office is concerned mainly with compilation of figures based on "second-hand" information and not with any higher statistics. The post of the Director should therefore carry the same pay as posts of Deputy Directors in other Statistical Establishments, the existing incumbent being suitably protected or absorbed elsewhere. We do not also find any good reason for allowing the Assistant Labour Commissioner, Statistics, pay in a scale higher than that of Assistant Directors of other Establishments doing statistical work. We accordingly recommend that

the posts on the existing scales shown in Column 1 of the Schedule below should be fitted into the scales shown in Column 2 thereof:—

Existing scales.		Proposed scales.	
Rs.		Rs.	
1,300—1,600	::	1,300—60—1,600	
1,250	..	400—40—1,000—50—1,250	}
350—1,200	..		
250—750	..	300—30—900	}
250—850	..		
200—450	::	250—15—550	

7. For the Executive staff in the Subordinate Service, we have annexed a separate Table (No. 11) to show their pay scales and the number. The minimum qualification in the posts on 100—200 and above is usually a degree with Statistics, or Mathematics, etc., as one of the subjects, while in those on pay below 100—200, it is either Matriculation or Intermediate, certificate of proficiency in Tabulation or Compilation being required in some cases. Notable differences are, however, observed in (a) the Development Department where posts on 125—250 and 100—200, and (b) in the offices of the Director of Industries and the Commissioner of Labour where posts on 100—200, are also filled by Under-Graduates. The proportion of the posts on 100—200 and above to that of the posts on pay scales below 100—200 also varies considerably from office to office. We are of opinion that in the Subordinate field standardisation is necessary not merely in the pay scales but also in the recruitment qualifications of the posts and in the ratio between the upper and the lower grade posts.

8. It is accordingly suggested that in the Subordinate field there should be 3 grades—one higher, one intermediate and the third lower. The number of posts in the higher and intermediate grades should not exceed 1 in every 4 posts (including posts in the higher and the intermediate grades). Normally the Supervisory posts should be on the intermediate grade; but where the number of posts in the intermediate grade is more than one, some of them up to a maximum of one-fifth of the posts in the intermediate grade may be converted into higher grade posts. Subject to the above observations, we recommend standardisation as follows:—

Existing scales.		Proposed scales.	
200—450	..	200—10—400	}
150—400	..		
130—350	..		
250—350	..		
150—300	..		
125—250	..	175—7—245—8—325	}
100—200	..		
130—180	..	125—3—140—4—200	}
90—180	..		
70—150	..		
55—130	..		
55—100	..		

These recommendations cover the posts of Statistician in the office of the Director of Industries now enjoying Gazetted status and it should be fitted in one or other of the above three scales as may be admissible under the proposed standard.

9. The pay scale of the posts on 130—350 in the Department of Agriculture and Food Production and on 150—400 in the Relief Branch of the Department of Food, Relief and Supplies should also be given the scale 200—10—400. We further suggest that the recruitment qualifications for the Statistical posts in the different offices should be standardised and for this purpose, those prevailing in the State Statistical Bureau should form the model.

10. *Special Pays*.—The Deputy Directors in the State Statistical Bureau now draw a special pay of Rs.100 per month each. Following the pattern recommended for other offices, this special pay should be withdrawn with effect from the date of introduction of these scales.

We also understand that the Director of Statistics in the Food and Supplies Branch of the Department of Food, Relief and Supplies draws a special pay of Rs.200 per month for special work in that Department. We suggest that the matter be reviewed and the special pay withdrawn, if the necessity for granting the special pay has ceased to exist.

11. The centralised cadres recommended by us in paragraph 4 should, in our opinion, consist of the following Gazetted posts, viz.,—

Name of the post.	Number of posts.	Proposed scales. Rs.
Director, State Statistical Bureau ..	1	1,300—60—1,600
Deputy Director, State Statistical Bureau ..	8	400—40—1,000—50—1,250
Senior Statistician, State Statistical Bureau		
Deputy Director (Statistics), Office of the Director of Industries.		
Director of Statistics Department of Food, Relief and Supplies (Food and Supplies).		
Deputy Director (Vital Statistics), Office of the Director of Health Services.		
Deputy Labour Commissioner (Statistics), Office of the Commissioner of Labour.		
Deputy Superintendents, State Statistical Bureau.	15	300—30—900
Statisticians, State Statistical Bureau ..		
Assistant Directors (Statistics), Office of the Director of Industries.		
Assistant Directors (Statistics) Department of Food, Relief and Supplies (Food and Supplies).		
Deputy Assistant Director (Vital Statistics), Office of the Director of Health Services.		
Statistical Officer, Office of the Director of Agriculture and Food Production.		
Assistant Labour Commissioner (Statistics), Office of the Commissioner of Labour.		

Name of the post.	Number of posts.	Proposed scales. Rs.
Assistant Statisticians, State Statistical Bureau.	28	250—15—550
Industrial Intelligence Officer, Office of the Director of Industries.		
Labour Officers (Statistics Office of the Commissioner of Labour.		
Statistician, Office of the Director of Cinchona.		

Of the posts mentioned above, those on the proposed scales of 1,300—60—1,600 and 400—40—1,000—50—1,250 should be in the State Statistical Service, Class I, those on the proposed scale of 300—30—900 in the State Statistical Service, Class II, and those on the proposed scale 250—15—550 in the State Statistical Service, Class III. All these cadres should be under the administrative control of the State Statistical Bureau and operated by them in the manner suggested in paragraph 4.

✓12. *Statistical requirements.*—As stated earlier, the State Statistical Bureau conducts each year an annual census of all the employees under Government and publishes the results showing the number of employees classified by tenure, sex, basic pay group, emolument group, time-scale of pay and so on. This appears to us to be a valuable publication and should be continued with such changes as may be deemed administratively necessary. At present the publication does not show separately—

- (a) the number of permanent and temporary employees on the different time-scales and employees appointed on contract together with their time-scales;
- (b) the number of part-time, piece-rate, contingent, and work-charged staff and their emoluments; and
- (c) the detailed break-up of the special pays and allowances attached to different services and posts.

We consider that inclusion of such information, if possible, would make the compilation more useful for the purpose of reference.

TABLE 1.

Statement showing the distribution of staff in the different Statistical establishments under Government, among different scales, their number and the method of recruitment.

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(a) Gazetted Services or Posts.						
I. State Statistical Bureau—						
(a) Statistical Service, Class I—						
Director	..	1	..	1,300—1,600	228—263	1,528—1,863
	..	By promotion of Deputy Directors. Officers in Indian Administrative Service when appointed draw their grade pay <i>plus</i> special pay of Rs.200.				
Deputy Director	..	3	..	350—1,200 <i>plus</i> special pay of Rs.100.	79—228	529—1,428
	..	Both by direct recruitment and by promotion from Statistical Service, Class II, on Rs.250—750. Direct recruits must have at least a First Class M.A. or M.Sc. degree in Statistics, Mathematics, Physics, Economics or an allied subject.				
Senior Statistician	..	1	..	350—1,200	70—210	420—1,410
	..	Both by direct recruitment and by promotion from Statistical Service, Class II, on Rs.250—750. Direct recruits must have at least a First Class M.A. or M.Sc. degree in Statistics, Mathematics, Physics, Economics or an allied subject.				

(b) Statistical Service, Class II—

Deputy Superintendents	..	} Both by direct recruitment and by promotion from Statistical Service, Class III, on Rs.200—450.			2	1	250—750	60—131	310—881
Statistician	..	} Direct recruits must have at least a First Class M.A. or M.Sc. degree in Statistics, Mathematics, Physics, Economics or an allied subject.			4	1	250—750	60—131	310—881

(c) Statistical Service, Class III—

Assistant Statistician	..	} By direct recruitment or by promotion of Statistical Supervisor in Subordinate Service on Rs.130—350.			20	1	200—450	55—79	255—529
		Direct recruits must have a First Class or Second Class Honours degree in Statistics, Mathematics, Physics, Economics, etc.							

II. Office of the Director of Industries—

Deputy Director, Statistics	..	} Good Master's degree in Statistics, Mathematics or Economics.			..	1	350—1,200	70—210	420—1,410
Assistant Directors, Statistics	..	} Good Master's degree in Statistics, Mathematics or Economics.			..	3	250—750	60—131	310—881
Industrial Intelligence Officer	..	} By direct recruitment or by promotion from Assistant Intelligence Officer. The direct recruits must be an M.A. in Economics or Commerce preferably with Statistics as a special subject.			1	..	200—450	55—79	255—529
Statistician	..	} Degree in Arts, Science or Commerce with Statistics as one of the subjects.			..	1	200—450	55—79	255—529

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness- Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
III. Department of Food and Supplies—						
Director of Statistics	.. First Class Master's degree in Economics, Commerce, Mathematics or Statistics.	..	1	1,250 (fixed)	219	1,469
Assistant Director	.. Master's degree in Statistics, Mathematics, Economics or allied subjects.	..	1	250—750	60—131	310—881
IV. Office of Director, Health Services—						
Deputy Director, Vital Statistics...	Held by a member of the West Bengal Health Services (with Statistical knowledge) on grade pay and allowances.	{	1			
Deputy Assistant Director, Vital Statistics.			1			
V. Office of the Director of Agriculture and Food Production—						
Statistical Officer	.. Held by a member of the Agricultural Service on his grade pay.	1	..			
VI. Office of the Commissioner of Labour—						
Deputy Labour Commissioner, Statistics.	A degree of a recognised University preferably a good Honours or Master's degree in Economics or Statistics.	{	1	350—1,200	70—210	420—1,410
Assistant Labour Commissioner, Statistics.			1	250—850	50—149	310—999

Labour Officers, Statistics .. A degree of a recognised University preferably a good Honours or Master's degree in Economics or Statistics. 2 3 200—450 55—79 255—529

VII. Office of the Director of Cinchona—

Statistician .. By direct recruitment (Qualification.—M.A. in Statistics with practical experience in Agricultural Statistics.) .. 1 200—450 55—79 255—529

(b) Subordinate Services

VIII. Statistical Bureau—

Subordinate Statistical Service—

Computing Supervisor .. By promotion of Inspector and by direct recruitment. Degree in Arts or Science with Statistics, Mathematics, Physics or Economics or degree in Commerce with Statistics. 7 5 180—350 50—70 180—420

Chief Operator .. By direct recruitment. Matriculation or its equivalent. A certificate of proficiency from the British Tabulating Machine Company or any other Company of equivalent status. 1 .. 130—350 50—70 180—420

Field Supervisor .. Both by direct recruitment and by promotion of Field Inspector. Degree in Arts or Science with Statistics, Mathematics, Physics or Economics or degree in Commerce with Statistics. 2 15 130—350 50—70 180—420

Computing Investigator .. Both by direct recruitment and by promotion of Computing Investigator. Degree in Arts or Science with Statistics, Mathematics, Physics or Economics or degree in Commerce with Statistics. 16 10 125—250 50—60 175—310

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perna- ment.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
VIII. Statistical Bureau—						
Subordinate Statistical Service						
<i>(contd.)—</i>						
Field Inspector	.. Both by direct recruitment or by pro- motion of Field Investigators. Degree in Arts or Science with Statistics, Mathe- matics, Physics or degree in Commerce with Statistics.	50	1	125—250	50—80	175—310
Computing Investigator	.. Both by direct recruitment or by promo- tion of Assistant Computer and Assistant Investigator. Degree in Arts, or Science with Statistics, Mathematics, Physics or Economics or degree in Commerce with Statistics.	27	10	100—200	45—55	145—255
Field Investigator Both by direct recruitment or by promo- tion of Assistant Investigator. Degree in Arts or Science with Statistics, Mathe- matics, Physics, Economics or degree in Commerce with Statistics.	6	1	100—200	45—55	145—255
Tabulator Both by direct recruitment or by promo- tion of Sorter. Matriculation or its equivalent with a certificate of proficiency from the British Tabulating Company or any other Company of equivalent status.	2	..	100—200	45—55	145—255

Sorter	Both by direct recruitment or by promotion of Puncher Verifier. Matriculation or its equivalent with a certificate of proficiency from the British Tabulating Company or any other Company of equivalent status.	4	..	80—130	45—55	125—235
Assistant Computer	..	By direct recruitment. I.A. or I.Sc. with Mathematics or I.Com., with Commercial Arithmetic.	101	42	70—150	45—50	115—200
Assistant Investigator	..	By direct recruitment. Matriculation or its equivalent.	324	4	55—130	45—50	100—180
Puncher/Verifier	By direct recruitment. Matriculation or its equivalent or a certificate of proficiency from the British Tabulating Company or any other Company of equivalent status.	23	..	55—130	45—50	100—180
Director of Industries— Statistical Officer	By direct recruitment. B.A., B.Sc. or B.Com. with Statistics.	..	2	200—450	55—79	255—529
Statistical Officer, Handloom	..	By direct recruitment. B.A., B.Sc. or B.Com. with Statistics.	..	1	200—450	55—79	255—529
Assistant Intelligence Officer	..	By direct recruitment and also by promotion from Head Assistant (Rs.200—250) and Upper Division Assistants (Rs.150—210). (Qualifications.—Direct recruitment—Graduate with Statistical experience.)	..	1	150—400	50—70	200—470
Assistant Inspectors	..	Both by direct recruitment and by promotion from Statistical Assistant (Rs.55—130). (Qualification.—Direct recruitment—I.A. or I.Sc.)	..	22	100—200	45—55	145—255

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
				Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Perma- nent.	Tempo- rary.	Rs.	Rs.	Rs.
VIII. Statistical Bureau—						
Directorate of Industries—contd.						
Statistical Assistants	.. By direct recruitment (<i>Qualification</i> .—I.A., I.Sc., or I.Com.)	..	10	55—130	45—50	100—180
Assistant Computer	.. By direct recruitment (<i>Qualification</i> .—Metric with computer certificate.)	..	2	55—130	45—55	100—180
Statistical Assistant, Handloom	.. By direct recruitment (<i>Qualification</i> .—Matriculates.)	..	20	55—100	45—45	100—145
Food and Supplies—						
Statistical Assistant	.. Both by direct recruitment or by pro- motion from the post of Computers (Rs.100—200). (<i>Qualification</i> .—Direct recruitment—Gra- duate with Statistics with 2 years' ex- perience.)	..	6	125—250	50—60	175—310
Computers	.. By direct recruitment (<i>Qualification</i> .—Graduates with Statistics.)	..	14	100—200	45—55	145—255
Office of the Director of Health Services—						
Assistant Statistician	.. Both by direct recruitment and by pro- motion from Computing Supervisor (Rs.130—350).	1	1	200—450	55—79	255—529

Computing Supervisor	(Qualification.—Direct recruitment—First or Second Class Honours degree in Statistics, Mathematics, Physics or Economics with experience.)				
	..	1	130—350	50—70	180—420
Machine Supervisor	Both by direct recruitment and by promotion from Computing Inspectors and District Inspector (Rs.125—250).				
	250—350	60—70	310—420
Computing Inspector	(Qualification.—M.A. or M.Sc. or Honours degree in Statistics, Mathematics, Economics or Physics.)				
	..	3	125—250	50—60	175—310
District Inspectors	Both by direct recruitment or by promotion from Computing Investigators (100—200) and Tabulating Machine Operator (100—200).				
	125—250	50—60	175—310
Computing Investigator	(Qualification.—Direct recruitment—Graduates with Statistics.)				
	..	3	100—200	45—55	145—255
Tabulating Machine Operator	Both by direct recruitment or by promotion from Assistant Computers (70—150).				
	100—200	45—55	145—255
Sorting Machine Operator	(Qualification.—Direct recruitment—Graduates with Statistics.)				
	..	1	80—180	45—55	125—235
Sorting Machine Operator	Both by direct recruitment and by promotion from Punching Machine Operator (55—130).				
	80—180	45—55	125—235
Sorting Machine Operator	(Qualification.—Direct recruitment—Graduates with Statistics.)				
	80—180	45—55	125—235

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
VIII. Statistical Bureau—						
Office of the Director of Health Services (contd.)—						
Assistant Computer	.. By direct recruitment ..	12	12	70—150	45—50	115—200
Punching Machine Operator	(Qualification.—I.A., I.Sc. or I.Com.) .. By direct recruitment	..	14	55—130	45—50	100—180
(Qualification.—Matriculates.)						
IX. Office of the Director of Agriculture and Food Production—						
Statistical Assistant	.. } Both by direct recruitment or by promotion from Computers (100—200) or Junior Assistant Statistician (150—300)	2*	..	130—350	50—70	180—420
Statistical Supervisors	} *Secretariat. or Graduate with Economics, Statistics or Mathematics with 3 years' experience.	1	2	130—350	50—70	180—420
Assistant Statistician	.. By direct recruitment	1	1	150—300	50—65	200—365
(Qualification.—M.A. or M.Sc. in Statistics.)						
Computer	.. Both by direct recruitment or by promotion from Computer.	1	..	100—200	45—55	145—255
(Qualification.—Diploma in Computer's Certificate Course.)						

Compiler	By direct recruitment (Qualification.—Matriculate.)	2	5	70—150	45—50	115—200
Computer	By direct recruitment (Qualification.—Matriculate.)	7	2	55—130	45—50	100—180
Compiler	By direct recruitment (Qualification.—Matriculate.)	22	2	55—130	45—50	100—180
X. Office of the Commissioner of Labour—							
Computing Supervisor	Both by direct recruitment and by promotion from Inspectors and Statistical Assistant (125—250). For Direct recruitment—Graduate.	1	..	130—350	50—70	180—420
Supervisor	Both by direct recruitment and by promotion from Inspectors and Scrutiny Assistant (100—200).	..	6	125—250	50—60	175—310
Statistical Assistant	Scrutiny Assistant (100—200).	7	1	125—250	50—60	175—310
Inspectors	(Qualification.—Direct recruitment—Graduate).	3	6	125—250	50—60	175—310
Investigator	Both by direct recruitment and by promotion from Lower Division Clerks and Typists.	14	4	100—200	45—55	145—255
Scrutiny Assistant	(Qualification.—Direct recruitment—I.A. or I.Sc.)	..	5	70—150	45—50	115—200
Assistant Computer	By direct recruitment (Qualification.—Metric with Computers Certificate).	..	1	55—130	45—50	100—180
Puncher	Direct recruitment (Qualification.—Matriculate).

Name of the service or post.	Method of recruitment.	Number of posts.		Present emoluments.		
		Per- manent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
XI. Food, Relief and Supplies (Relief) Department—						
Statistical Assistant ..	By direct recruitment. Graduate with Statistics and Office experience.	..	1	150—400	50—70	200—470
XII.—Development Department—						
Statistical Supervisor ..	Both by direct recruitment and by pro- motion from Statistical Assistant (Rs.125—250). (Qualifications.—Direct recruitment— Graduate with Statistics.)	1	..	130—350	50—70	180—420
Statistical Assistant ..	Both by direct recruitment and by pro- motion from Computers (Rs.100—200). (Qualification.—Direct recruitment—Matri- culate.)	2	1	125—250	50—60	175—310
Computer ..	By direct recruitment (Qualification.—Matriculate.)	2	..	100—200	45—55	145—255
XIII. Directorate of National Em- ployment Service—						
Statistical Assistant ..	Both by direct recruitment and by pro- motion from Upper Division Assistants (Rs.150—210). (Qualification.—Direct recruitment—Gra- duate with knowledge of Statistics.)	..	2	150—300	50—65	200—365

10 Statistical Assistant, Sub-Regional Employment Exchanges. By promotion from Lower Division Clerks (Rs. 55—130). 1 2 130—180 50—55 180—235

Computer .. Direct recruitment (Qualification.—Matriculate.) .. 1 70—150 45—50 115—200

XIV. Tribal Welfare Department—

Assistant Statistician, Cultural Research Institute. By direct recruitment (Qualification.—B.Sc. with Statistics.) .. 1 150—300 50—65 200—365

Computing Investigator .. By direct recruitment (Qualification.—B.A. or B.Sc.) .. 1 100—200 45—55 145—255

Assistant Computer .. By direct recruitment (Qualification.—I.A., or I.Sc. or I.Com.) .. 1 70—150 45—50 115—200

XV.—Factories Directorate—

Statistical Assistant .. Direct recruitment. Degree with Mathematics or Economics and with a diploma from Statistical Institute. .. 1 125—250 50—60 175—310

Assistant Computer .. Direct recruitment (Qualification.—Metric with Computer Certificate.) .. 1 55—130 45—50 100—180

XVI.—Community Development and Extension Service Department.—

Computer .. By direct recruitment or by promotion from Assistant Computer. .. 2 100—200 45—55 145—255

(Qualification.—Direct recruitment—Graduate.)

Assistant Computer .. By direct recruitment (Qualification.—Matriculate.) .. 4 70—150 45—50 115—200

Name of the service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
XVII.—Public Works Department—						
Computer, Office of the Chief Engineer, Public Works Depart- ment.	Direct recruitment (<i>Qualification</i> .—Matric with Computers' certificate.)	..	1	55—130	45—50	100—180
XVIII.—Mining Directorate—						
Computer	.. By direct recruitment (<i>Qualification</i> .—Matriculates with Com- puters Certificate.)	..	1	70—150	45—50	115—200

TABLE II

Statement showing the pay scale and the number of subordinate posts in the different Statistical Establishments under Government

Scales of pay.	1	2	3	4	5	6	7	8	9	10	11	12	13	14
		State Statistical Bureau.	Director of Indus- tries.	Food and Supplies Branch of the Relief and Supplies Depart- ment.	Director of Health Services.	Director of Agriculture and Food Production.	Commis- sioner of Labour.	Director, National Employ- ment Service.	Develop- ment Depart- ment.	Director, Tribal Welfare.	Chief Inspector of Fac- tories.	Depart- ment of Communi- ty Deve- lopment and Ex- tension Service.	Public Works Depart- ment.	Mining.
200-450	3	..	2
150-400	1
130-350	..	30	1	3	1	..	1
250-350	1
150-300	3	..	2	..	1	1
125-250	..	77	..	6	5	..	23	..	3	..	1
100-200	..	44	22	14	4	..	18	..	2	1	..	2
130-180	3
80-180	..	4	1
70-150	..	143	24	7	5	1	..	1	..	4	..	1
55-130	..	351	2	..	14	33	1	1	..	1	..
50-100	20
	649	48	20	52	46	48	6	6	6	3	2	6	1	1

Proportion of
of posts on
100-200
and above to
that of posts
on the scales
below 100-
200.

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CHAPTER 20

Stenographers

The Table below shows the classification, cadre strength, scale of pay and method of recruitment of Stenographers:

TABLE

Class.	Cadre strength.		Scale of pay.	Method of recruitment.
	P.	T.		
1. Higher Selection Grade	8	..	300—450	Promotion.
2. Lower Selection Grade	32	..	250—350	Promotion.
3. Basic Grade	..	60 20	125—275	Promotion. Direct recruitment by open competitive examination through Public Service Commission may be made if and when sufficient number of qualified Stenographers is not available for promotion from the next lower Grade.
4. Grade applicable generally to offices outside the Secretariat.	100—200	Direct recruitment on the results of a recruitment examination held by the Public Service Commission.

For appearing at the examination for direct recruitment, a candidate must have passed the School Final Examination. The subjects at the examination are—English Composition (full mark—100), Typing (full mark—100), and ability to take dictation in shorthand at a specified speed (full mark—400). The speed required is 120 words per minute for the basic grade of the Secretariat and 100 words per minute for the lower grade.

2. All serving Stenographers can at their option appear at a half-yearly speed test conducted by the Public Service Commission in which the speed required is 140 words per minute. Any one who passes this test is entitled to draw an efficiency bonus of Rs.25 per month for a period of 6 months.

3. The Public Service Commission also conducts an annual speed test in which the speed required is 100 words per minute for the lowest grade and 120 words per minute for others, that is, the speed required of each class at this test is the same as required at the recruitment examination. This test is intended for the Junior Stenographers in service and its object is merely to ensure that the Stenographer retains his speed at entry. Passing this test is a condition of drawing the next increment for some years after entry. Thus this condition for drawing the annual increment does not apply to those who have completed 10 years of service or not having completed 10 years of service have passed the previous efficiency bonus test.

4. In both the lowest grade and the grade above, the temporary Stenographers, if any, are first considered for confirmation before making any direct recruitment or promotion as the case may be.

A condition of eligibility for promotion from the lowest grade to the next higher or from the latter grade to the lower Selection Grade is that the person must have passed at least three consecutive Efficiency Bonus tests or at least 4 out of the 6 preceding such tests.

5. For the grade 125—275 no recruitment examination has been held since the new rules came into force in May, 1959. Recruitment examination may be held if adequate number of qualified persons are not found in the lower grade for promotion to this grade.

6. No examination has also been held so far for direct recruitment to permanent vacancies in the lowest grade. Presumably it has been possible to find for the permanent vacancies the required number of qualified Stenographers from among the temporary Stenographers of the grade. Several examinations have been held for recruitment to temporary vacancies in the lowest grade. The Table below shows the number of candidates appearing in those examinations and the number of candidates found qualified:

TABLE

Date of examination.	Number appeared.	Number qualified.	Vacancies reported.
February, 1960	302	55	150
December, 1960	270	20	Residue of 150

It appears that while a large number of candidates appeared, the number that qualified is low. It has recently been decided that three examinations will be held every year at intervals of four months until the full quota of the 150 vacancies are filled up.

7. We find that temporary Stenographers in the lowest grade are not absorbed into permanent vacancies in that grade until they have passed the Efficiency Bonus tests on a specified number of occasions. The Efficiency Bonus test, as already stated, is held at a speed of 140 words per minute. The recruitment test for the lowest grade is, however, held at 100 words per minute. This disparity should be removed. We recommend that the temporary Stenographers in the lowest grade should be considered eligible for permanent absorption in that grade if they have passed the Proficiency test, not the Efficiency Bonus test, on 3 consecutive occasions or on 4 out of 6 preceding occasions. They have of course now the right to sit at the recruitment examination for permanent Stenographers in this grade along with outsiders where the test is taken at a speed of 100 words per minute. This right should also continue. As already stated no recruitment to permanent vacancies has yet been made.

8. Similarly, we find that temporary Stenographers in the grade of 125—275 are not considered for permanent absorption in that grade unless they have passed the Efficiency Bonus test on at least 3 consecutive examinations or on 4 out of 6 preceding examinations. This condition also appears to be anomalous in view of the fact that the speed required for direct recruitment to this grade is 120 words per minute. We recommend that temporary Stenographers in this grade should be considered eligible for permanent absorption in the grade if they have passed the Proficiency test, not the Efficiency Bonus test, in 3 consecutive examinations or 4 out of 6 preceding examinations. They will, of course, have the right to sit for the direct recruitment examination, if and when held.

9. The system of Proficiency and Efficiency tests has worked well to keep up the efficiency of Stenographers which is reported to be steadily increasing. The two tests together create an atmosphere which makes the Stenographers efficiency-minded and they have not worked harshly to

anybody. Those who have entered after passing the Public Service Commission test have seldom failed in the Proficiency tests. Failures are generally confined to those temporary Stenographers who are yet to pass the recruitment test. To these temporary Stenographers recruited without consultation with the Public Service Commission these tests offer only an additional opportunity of being regularly recruited without having to face competition with outsiders. We think that it would be a retrograde step to discontinue any of these tests. We, however, suggest a few modifications in these tests. Permanent Stenographers are required to sit for the Proficiency test during the first 10 years of their permanent service. Exemption is allowed thereafter as a matter of course, if the head of his office certifies that he has attained the required standard of efficiency. A temporary Stenographer, on the other hand, is required to sit for the Proficiency test as long as he continues to be temporary and a Stenographer who is absorbed permanently after rendering some temporary service is required to appear at the Proficiency test for a further period of 10 years. After his permanent absorption he may be exempted therefrom under the same conditions as any other permanent Stenographer. The period of appearing in the Proficiency test for temporary Stenographers absorbed in permanent posts is thus longer and we suggest that in their case the period of appearing in the test for the first 10 years of their permanent service may be reduced by the period of continuous temporary service, if any.

10. At present there are 4 grades. Direct recruitment normally takes place in the lowest grade. The proportion of posts in the highest grade in relation to the next lower in each case is fairly high so that a good Stenographer has a good prospect of promotion. In these days, it is hardly possible to recruit ready-made first class Stenographers from the open market. Stenographers like most other Government servants have to be recruited with basic qualification and trained in service. A system of incentives and handicaps is essential to keep Stenographers in constant practice without which they cannot be expected to grow in speed and efficiency. Direct recruitment only to the lowest grade and three chances of promotion in reasonably quick succession together with the six-monthly Efficiency Bonus tests and the annual Proficiency tests do provide the system of incentives and handicaps under which Stenographers are reported to be improving. We, therefore, do not recommend any change in the present classification. We would, however, recommend for the four grades a change in nomenclature. Thus the four grades may be redesignated as the Junior Service, Class I, Junior Service, Class II, Senior Service, Class I (Gazetted) and Senior Service, Class II.

11. As regards pay scales, the Table below shows the total emoluments now drawn inclusive of Dearness Allowance:

TABLE

	Basic pay.	Dearness Allowance and Food Allowance.	Total.
	Rs.	Rs.	Rs.
(1) Higher Selection Grade ..	300—450	65—79	365—529
(2) Selection Grade ..	250—350	60—70	310—420
(3) Basic Grade ..	125—275	50—65	175—340
(4) Lowest Grade ..	100—200	45—55	145—255

The concentration of the lowest grade Stenographers on 100—200 is in Calcutta and its surroundings. In these areas, they draw, in addition, a compensatory allowance for expensiveness of living at 10 per cent. of their basic pay, thereby making their total emoluments equal to 155—275.

12. Consistently with our recommendations made elsewhere we suggest for the Junior Service, Class II (corresponding to the existing Lowest Grade), a pay scale of Rs.175—7—245—8—325, for the Junior Service, Class I (corresponding to the existing Basic Grade), Rs.200—10—400, for the Senior Service, Class II (corresponding to the Selection Grade), Rs.300—20—400—25—450, and for the Senior Service, Class I (corresponding to the Higher Selection Grade), Rs.400—25—450—30—600. The Efficiency Bonus should continue in addition under the same conditions but the amount of the bonus should be increased to Rs.40 per month.

13. There are at present 4 Bengali Stenographers, 3 of whom are employed in the Secretariat and 1 in the office of the Director of Agriculture.

An English Stenographer is entitled to a Second Efficiency Bonus of Rs.25 per month on his qualifying at the Efficiency or the Proficiency test conducted by the Public Service Commission for Bengali-knowing Stenographers. Very few English Stenographers qualify for this second bonus. But this may remain as an incentive. For the Bengali Stenographers we recommend the same scale as for English Stenographers, i.e., Rs.200—10—400 for those employed in the Secretariat and Rs.175—7—245—8—325 for the Stenographers employed in offices outside the Secretariat. The Bengali Stenographer in the office of the Director of Agriculture draws increments without appearing in the Proficiency test, although those in the Secretariat have to appear at the Proficiency test for earning their increment. This disparity in treatment may not continue and the Stenographer in the office of the Director of Agriculture may also be required to sit for Proficiency test regularly for drawing his increment subject of course to the same condition.

14. There are English Stenographers in the Confidential Section of the Police Establishment, that is, in the office of the Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department, and Deputy Commissioner, Special Branch, some of whom are at present on the scale of Rs.125—275 and others on the pay scale of Rs.100—200. We suggest that the pay scale of these Stenographers in the Confidential Section of the Police Establishment should also follow the patterns, which we have recommended above for other Stenographers on these grades. It is not known to us if there are any recruitment rules for Stenographers in the Confidential Sections of the Police Establishment. If there be none at present, we suggest that steps be taken to frame recruitment rules on the same lines as for other Stenographers. The system of Proficiency and Efficiency tests should also apply to them.

15. In some Regional Offices there are a few cases of Lower Division Clerks drawing a small shorthand allowance for acquiring knowledge in shorthand work. The allowance is ordinarily Rs.20 but in some cases the rate is either Rs.15 or Rs.25. We suggest for such employees the basic scale of Lower Division Clerk, viz., Rs.125—3—140—4—200 *plus* a shorthand allowance at a unified rate of Rs.25 per mensem each.

16. It has been suggested in some quarters that the scale of pay to be drawn by a Stenographer should depend on the status of the officer to whom he is attached and not on his own knowledge of Stenography. For obvious reasons we cannot support this proposal. For the exigency of administration a Stenographer may have to be attached to any officer at any time. Ordinarily more efficient Stenographers are attached to higher officers and others to lower officers. But in the exigency of administration an exception may sometime have to be made. There is no reason why the more efficient Stenographer should lose his pay because he is attached to a lower officer or a less efficient Stenographer should get his pay improved because he has to work with an officer of higher status.

Public Reporters

17. The Public Reporters are required to report proceedings of public meetings and conferences mostly political in character, often in the open air.

18. The method of recruitment is entirely direct through the Public Service Commission. The minimum educational qualification required is a degree of a University with a minimum speed in shorthand of—

(a) 150 words per minute for English Reporters.

(b) 130 words per minute for Bengali, Hindi or Urdu Reporters.

The cadre strength is 11—2 in English, 7 in Bengali, 1 in Urdu and 1 in Hindi. They are now paid in a time-scale 130—350.

19. The English and the Bengali Reporters draw Efficiency Bonus, like the Stenographers in Secretariat and other offices. For the Hindi and Urdu Reporters, there is at present no arrangement for holding tests in these languages. The English and the Bengali Reporters are also deputed during Assembly and Council Sessions for reporting the proceedings of the Legislature when they draw, over their grade pay, special pay ranging from Rs.70 to Rs. 110.

20. The qualifications required for the Public Reporters are higher than those for Secretariat Stenographers. Their duties are also strenuous. It has been suggested that the scale of pay of such Reporters should be Rs.200—10—420—15—450. We recommend for them the same basic grade (200—10—400) which we have suggested for the Secretariat Stenographers, together with 3 Class II posts on 300—20—400—25—450 and 1 Class I post on 400—25—450—30—600. In addition, they should be eligible to draw Efficiency Bonus as in the case of all other Stenographers.

Assembly Reporters

21. We enquired of Government whether we were expected to report on the pay scales, etc., in the Secretariat of the Legislature. As we received no reply from the Secretary of the Legislature, we have not considered the matter and are making no recommendations about them. But we may incidentally make a few observations about the Reporters in so far as it is relevant to the prospects of the Secretariat Stenographers and the Public Reporters.

22. It is understood that the Secretariat of the Legislature has not yet been able to build up its cadre of Reporters. In these days it would be futile to try to get ready-made Reporters from the open market. The work in the Assembly is of such a specialised nature that such Reporters can hardly be found in the open market. Such Reporters are, therefore, to be built up within the service. At present most of the Assembly Reporters are drawn from the English Stenographers of the Secretariat and from the Public Reporters of the Police Department. This, however, is being done as a temporary measure pending finalisation of the cadre rules. The best course appears to us to try to recruit Assembly Reporters either from the Secretariat Stenographers or from the Public Reporters. The work is being done by them actually and the matter should be regularised by issue of rules. If an adequate number of qualified candidates is not available from Public Reporters or from the Secretariat, direct recruitment will have to be made. In that case a number of qualified men can be recruited and trained up in the work of Assembly reporting in course of a probation period of 2 years.

At present when Public Reporters or Secretariat Stenographers are appointed as Assembly Reporters they draw a special pay in the scale of 70—75—5/2—80—10/2—110. We would suggest that this opening of Secretariat Stenographers and Public Reporters may remain to the advantage both of the work as well as of the men. If and as long as it does, the special pay may be increased to Rs.75—5—125.

High Court

23. We also enquired of Government whether we were expected to make any recommendation on the pay scales, etc., in the office of the High Court. In the absence of any reply we have not dealt with the matter. But for the same reason as in the case of the office of the Assembly we would suggest that when the High Court recruits its Stenographers, the recruitment test should, if possible, be made open to, if not confined to, Secretariat Stenographers and Public Reporters. This we believe, would be in the interest of the work, and the chances of getting good Stenographers in the office of the High Court would increase. The men will also have an additional opportunity and an additional incentive.

CHAPTER 21

Store-keeping Staff

The duties of the Store-keeping staff include receipt, storage, distribution and accounting of stores. They are mainly clerical in nature and in some cases involve field work also.

2. The distribution of staff among the different scales of pay is as follows:—

Scale of Pay			Number of posts.
250—300	1
150—250	1
150—210	2
125—250	6
125—225	1
110—150	35
100—225	3
130—180	11
100—200	8
90—130	12
80—180	10
70—150	14
55—130	175
55—100	16
50—80	2
			297

Of the above scales, the following are peculiar to certain departments, viz.,—

Name of the Department.			Scales of pay.
Food, Relief and Supplies (Food and Supplies)	Commerce and Industries.	Education.	
5	1	..	Rs. 125—250
..	1	..	125—225
..	..	3	100—225
8	100—200

The rest are all clerical scales, the recruitment qualifications being the same as for clerks in the respective establishments.

3. In the Food and Supplies Branch of the Department of Food, Relief and Supplies, the Store-keepers on 125—250 and 100—200 generally belong to the Inspectorate cadres as their duties include receipt and despatch of goods not only at the godown gates but also at the Railway, Steamer or Boat points. Our recommendations in respect of the Inspectorate staff in the said Department will apply to the Store-Keepers, who will hold interchangeable posts with the Inspecting staff and be on the same cadre.

Of the other 5 store-keepers on special scales, one belong to the Central Engineering Organisation, Howrah, on 125—250, one to the Ceramic Institute on 125—225 and the other 3 to the Polytechnic Schools under the Department of Education. Their duties and recruitment qualifications are the same as for clerical establishment, and they should therefore receive the same scales of pay as we have prescribed for Clerical Establishment. We accordingly recommend for these posts pay in the scale 125—3—140—4—200.

Regarding the others who are now on clerical scales, our recommendations for the "Clerical Staff (General)" should apply.

CHAPTER 22

SURVEYORS AND AMINS

Surveyors

The distribution of the staff in different pay scales and their number are as follows:

Irrigation and Waterways.	Public Health Engineering.	Construction Board.	Development Department.	Housing.	Public Works Department.	Agriculture and Food Production.	Land Revenue.	Commerce and Industries.	Health.	Total.	Scale of pay.
..	1	1	350-10-450.
..	..	1	1	300-10-450.
..	1(a)	1	130-5-150-10-350.
(i) Head Surveyors/Chief Surveyors/Supervising Surveyors											
(ii) Surveyors											
..	9(x)	9	130-5-150-10-350.
..	6(b)	..	6	150-5-240-10-300.
86	15	28	96	1	4	22	21	264	For persons with the qualification of— (a) Sub-Overseers— 100-5-215-10-225. (b) Pass certificate from Government Survey School— 80-4-160-5-180.

..	1(c)	1	100-4-180-5-200 plus Special pay of Rs.20.
..	1(d)	1	70-3-118-4-150.
..	65(e)	..	7(f)	72	55-3-118-4-130.
..	97(g)	97	55-1-58-2-100.
..	166(h)	166	50-1-68-2-80.

N.B.— (a) In Land and Land Revenue (Secretariate).

(b) Underground Surveyors, Directorate of Mines.

(c) In Land and Land Revenue Department (Secretariate).

(d) Grade I Surveyors in Director of Land Record's Office.

(e) Grade II and Grade III Surveyors in Director of Land Record's office and District Executive Offices.

(f) In the office of the Assistant Director, Insect Borne Diseases, etc.

(g) Grade IV Surveyors in Director of Land Record's Office and District Executive Offices.

(h) In District Executive Offices.

(z) In the office of the Land Acquisition Collector, Calcutta.

2. *Methods of recruitment.*—Surveyors and Valuers in the office of the Land Acquisition Collector, Calcutta, are required to possess the qualifications of an Overseer in the Engineering Establishment. In other offices, persons having Sub-Overseer's Certificate or a pass certificate from a recognised School of Survey are normally recruited. Sometimes, persons without any such qualification but having practical experience are taken in, they being allowed the pay scale of Surveyors having a pass certificate from a recognised Survey School. The post of Chief Surveyors or Supervising Surveyors are always filled up by promotion of qualified Surveyors. In the office of the Director, Land Records and Surveys, Surveyors in Grade I (70—150) and in Grades II and III (55—130) are filled up by promotion of Grade IV Surveyors on 55—100 who are all passed Surveyors from a recognised Survey School.

Only in District Executive Offices there are some posts of Surveyors on 55—130 and 50—80 where no Surveyor's certificate is necessary. Practical experience in Surveying is considered adequate in these posts.

3. Following the suggestions we have made on the pay scales of the Subordinate Engineering staff, our recommendations are as follows:

Surveyors and Valuers

	Rs.
(a) Persons with the qualifications of Overseers ..	200—10—400
(b) Persons with the qualifications of Sub-Overseers.	175—7—245—8—325.
(c) Persons for whom the prescribed recruitment qualification is a pass certificate from a Government Survey School.	150—5—250
(d) Persons for whom the prescribed recruitment qualification is Matriculation or its equivalent and practical experience.	125—3—140—4—200
(e) Others with practical experience only ..	100—3—136—4—140.

4. *Head Surveyors/Chief Surveyors/Supervising Surveyors.*—As in the case of the Head Estimators or Head Draftsmen, recruitment to the posts is made by promotion of Overseers, Sub-Overseers or of persons with pass certificate from Government College of Art. We suggest for such posts pay in their own time scale *plus* special pay of Rs.40.

Amins

5. The distribution of staff in the different pay scales, their number and the designation of the posts are given below:

Existing emoluments.			Number of posts.	Designation.
Basic scale.	Dearness Allowance and Food Allowance.	Total.		
40—60	35—45	75—105	28	Junior Badar Amins.
			116	Amins, District Executive Offices.
50—80	35—45	85—125	1,672	Badar Amins, Settlement.
			63	Tank Improvement offices.
55—100	45—45	100—145	265	Sardar Amins, Settlement.
			2	Amins in Divisional Offices under Irrigation and Waterways Department.
55—130	45—50	100—180	1	Amin, District Executive Office, Burdwan

It will be noticed that the concentration of staff is on the scales 50—80 and 55—100. On the other scales 40—60 and 55—130, the number is small.

6. In recruiting Amins, no educational qualification is required. What is required of them is a certain amount of experience in Survey work. In the past, Settlement Officers used to select for training outsiders who had successfully worked during the preceding field season. In the Settlement Operation of 1954, no such outside recruitment was made. Personnel of Food Department who were then declared surplus were selected for the posts and given necessary training. We believe that the scales Rs.50—80 and Rs.55—100 are, in fact, the pay scales of the posts, the other scales 40—60 and 55—130 having been sanctioned ad hoc as a temporary measure.

7. Thus, in deciding the future pay scale of the Amins, we propose to base our consideration on the scales Rs.50—80 and Rs.55—100. According to the pattern which we have suggested elsewhere, the revised pay scale for Amins on 50—80 and 55—100, should be Rs.100—3—136—4—140. Employees on the existing scale 40—60 may also be absorbed in the said scale provided their work has been satisfactory and up to the standard.

We realise that as a result of the above recommendations, the pay scales of the Sardar and the ordinary Amins would be equalised; but in order to maintain a difference in pay between the Headship and his subordinates, we suggest a special pay of Rs.5 per month for the Sardar Amins.

The scale of 125—3—140—4—200 may be given as personal to the existing incumbents on the scale 55—130. All new recruitments should be made on 100—3—136—4—140 so that the scale 125—3—140—4—200 will disappear with the few men on this scale leaving their present posts by retirement or otherwise.

CHAPTER 23

Telephone Operators

At present there are 3 different scales, viz.,—

- (1) 110—4—150 for those in Calcutta Police, West Bengal Police (with Headquarters at Calcutta, Alipore (Sadar), Howrah (Sadar) and Barrackpore), Calcutta Fire Service Establishment and at the residence of the Chief Minister;
- (2) 55—3—118—4—130 for those in the office of the Director, National Employment Service, Regional Employment Exchange, Calcutta, and in the office of the Land Acquisition Collector, Calcutta.

The Telephone Operator in the office of the Land Acquisition Collector, Calcutta, draws in addition a special pay at 20 per cent. of his basic pay;

- (3) 90—4—130 for those in all other offices.

Special pays are also attached to two posts for supervising the work of Operators under them—

	Per month.
	Rs.
Monitor, Writers' Buildings	... 10
Head Telephone Operator, Free School Street	... 15

2. We understand that the Telephone Operators in Police Establishment were given the higher scale (110—150) on the consideration that they were very often required to handle messages of specially secret nature. The Telephone Operator at Chief Minister's residence was given the higher scale as he has no fixed period of duty. Besides handling messages of specially secret nature, he is very often required to attend at any time in the day or night. In respect of the Telephone Operators in the Fire Service Establishment, no such consideration, however, arises; but as pay in the higher scale was sanctioned by Government as recently as in 1958, we do not intend to disturb the arrangement.

3. Telephone Operators under the Government of India are paid emoluments in the scale 120—200. We suggest that the scale 125—3—140—4—200 be adopted for the Telephone Operators in this State.

Regarding Telephone Operators in the Police and Fire Service Establishments and at Chief Minister's residence, it is mentioned that their existing pay scale differs by Rs.20 only both in the minimum and in the maximum, in comparison with the pay scale (90—130) applicable to most other establishments. We are thus of opinion that these employees may be given, over the pay scale suggested above (125—200), a special pay of Rs.20 per month for their special nature of duties.

4. It is not clear why a special pay at 20 per cent. of basic pay is given to the Telephone Operator in the office of the Land Acquisition Collector, Calcutta. In our opinion, this should be abolished.

In the Writers' Buildings, there is only 1 Monitor for supervising the work of about 30 Telephone Operators. In the Free School Street, the number of Telephone Operators is only 9 and we do not consider a supervisory post necessary in such a small establishment. The special pay of Rs.15 per month now paid to one of the Telephone Operators in Free School Street should thus, in our opinion, be withdrawn. The special pay of the Monitor, Writers' Buildings, may, however, continue.

CHAPTER 24

Typists

Typists, whether employed in the Secretariat or outside it, draw pay in the unified scale 55—130. Only in the Department of Food, Relief and Supplies, there are a few Statistical Typists who are on the time-scale 70—150.

In the Confidential Branches of the Police Department (i.e., in the offices of the Deputy Inspector-General, Intelligence Branch, Criminal Investigation Department, and the Deputy Commissioner of Police, Special Branch), the Typists are allowed, on first appointment, higher initial pay up to Rs.100 in the time-scale 55—130. In no other establishments any such concession is given. In the Issue Section of the Home Department, there is one post of Superintendent on the Typist's scale *plus* a special pay of Rs.20 for supervising the work of the Typists.

2. The minimum educational qualification prescribed for the posts is a pass certificate of the School Final Examination or its equivalent. In the Secretariat and in some of the offices outside it, recruitment is made through a competitive test conducted by the Public Service Commission at a minimum speed of 30 words a minute. For the other offices, there is no such prescribed rule. Heads of offices recruit candidates, as and when necessary, on the basis of such standard as they deem suitable.

3. The concentration of the Typists is in the Secretariat and in a majority of the offices outside it, where recruitment is made through the Public Service Commission. Outside these establishments, the number of Typists in each office is too few. The largest number of Government employees are in the District Executive and in the District Judicial Offices; but they have no separate cadre of Typists. The Lower Grade Clerks there do typing work.

4. Typists in the Secretariat or in the offices outside it where recruitment is made through the Public Service Commission are not eligible, under the recruitment rules, for promotion to clerical posts in their respective offices. In offices outside the above establishments, they are no doubt eligible for such promotion, but the number of higher clerical posts is too limited to provide any real scope for promotion to them. Their service is thus, almost a "blind alley", with little or no outlet for promotion to higher posts.

5. The evidence before us shows that all the past representations for improving the conditions of service of the Typists in the Secretariat and the offices outside it where recruitment is made through the Public Service Commission were for promotion to the Lower Division clerical posts. In our recommendation which follows, we are proposing the same time-scale both for the Lower Grade Clerks and the Typists. So transfer from a Typist's post to a Lower Division Clerk's post will no longer be promotion.

We have also considered the question whether Typists could be merged in the cadre of Lower Division Clerks so that for purposes of promotion they could be considered together. We find that in small offices and in many big offices also at the district level typing work is not specialised. The work there hardly provides any scope for such specialisation. We recommend that in such offices the Typists should be merged in the cadre of Lower Division Clerks with appropriate adjustment in the recruitment qualifications of both. This, however, is neither desirable nor possible in the Secretariat or some other offices where typing work is specialised and recruitment is, therefore, made through a special examination conducted by the Public Service Commission. Wholetime typing work

can hardly be said to give a man the experience and aptitude necessary in higher clerical posts. Hence they could hardly be considered for higher clerical posts. The Central Pay Commission, 1957-59, with the object of providing incentives to employees who have no outlet for promotion to higher posts, recommended in a number of cases, Selection Grade posts at 10 per cent. of the cadre. This seems to us to be a sound arrangement and perhaps the only feasible and desirable arrangement in their cases. We accordingly recommend that 10 per cent. of the posts in the cadre of Typists should be converted into Grade I posts on a higher scale in offices where a separate cadre of Typists is maintained.

6. The cadre of Typists in each department or office now includes a large number of temporary posts and this position may continue for some time more. Exclusion of temporary posts for the purpose of calculating the Grade I posts may not thus be a fair proposition in this case. We are thus of the view that in calculating Grade I posts the whole staff—permanent and temporary—should be taken into account, a reasonable percentage being sanctioned on temporary basis for future adjustment, if necessary. We also consider that appointment to the Grade I posts should be made from a panel of qualified Typists to be prepared each year on the results of a competitive test to be held by the Public Service Commission subject to such other conditions as Government may deem fit to prescribe.

7. Subject to the above observations, we recommend that—

- (a) Typists, whether employed in the Secretariat or elsewhere, should draw pay in the unified scale suggested for the Lower Division Clerks (i.e., 125—3—140—4—200);
- (b) In Secretariat and in offices outside it where there is a separate cadre of Typists to which recruitment is made through the Public Service Commission there should in each department or office be a number of Grade I posts equal to 10 per cent. of the total strength—permanent and temporary—on 200—10—300.

In offices where Typists are merged in the cadre of Lower Division Clerks, the question of their promotion is a matter to be considered along with those of Clerks in such offices.

8. We are now left with 2 more points, viz.,—

- (a) Higher initial pay for Typists in the Confidential Section of the Police Establishment; and
- (b) Special Pay of Rs.20 per month for the Superintendent in the Issue Section of the Home Department.

In the Confidential Section of the Police Establishment, the members in the executive rank of the Police Force, Intelligence Branch Clerks, Telephone Operators, etc., draw emoluments higher than those in other establishments. We also feel that some special inducement is necessary in these posts. We accordingly recommend that the Typists in the Confidential Section should start at the 5th stage of the time-scale 125—3—140—4—200. The special pay of the Superintendent in the Home Department, may continue but the post should be made open also to the Typists in other departments of the Secretariat.

PART III

Services and Posts Special to Departments

CHAPTER 25

ADMINISTRATION OF JUSTICE

(a) Gazetted Services

The pay scales and other conditions of service of the Judges of the High Court are determined under Part VI, Chapter V of the Constitution of India.

The other judicial officers are classified in two different State Services—a Higher Judicial Service and a Judicial Service comprising the Subordinate Judges and the Munsifs. The pecuniary jurisdiction of the Munsifs to try civil suits is limited; but in the case of the Subordinate Judges, it is not so.

2. Recruitment to the posts of Munsifs is made on the results of a competitive examination conducted by the Public Service Commission and by selection from amongst the members of the Bar of the High Court in a ratio to be determined by Government from time to time in consultation with the High Court. The age limit for candidates recruited through the competitive examination is between 23-27 and for those selected by the High Court between 27-32. The posts of Sub-Judges are filled up wholly by promotion of Munsifs. Seventy-five per cent of the posts in the Higher Judicial Service are filled up by promotion of Sub-Judges and the remaining 25 per cent, by direct recruitment of Advocates or Pleaders of at least 7 years' standing, their age limits for the purpose being between 35-45.

3. The pay scales of the Higher Judicial Service and of the Judicial Service—Munsifs and Sub-Judges—and the amount of Dearness Allowances admissible to them are as follows:—

Name of the service.	Existing emoluments.		
	Basic scale.	Dearness Allowance.	Total.
	Rs.	Rs.	Rs.
(1) Higher Judicial Service*	800—1,800	100—Nil	900—1,800

*Candidates directly recruited to the service are given higher initial pay up to a maximum of Rs.1,300 on the basis of their age and the length of practice at the Bar. Officers promoted from the rank of Sub-Judges are given higher initial pay as follows:—

(a) Officers with less than 20 years' service in the Civil Service (Judicial)—Munsifs and Sub-Judges—Rs.1,240; and

(b) Those having 20 or more years of service in the Civil Service (Judicial)—Munsifs and Sub-Judges—Rs.1,300.

Name of the service.	Existing emoluments.					
	Basic scale.		Dearness Allowance.		Total.	
	Munsifs.	Sub-Judges.	Munsifs.	Sub-Judges.	Munsifs.	Sub-Judges.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
(2) Civil Service (Judicial)						
Years of service—						
1	..	250
2	..	275
3	..	300
4	..	325	..	60—123	131—149	310—823
5	..	350
6	..	375
7	..	400
8	..	425
9	..	450
10	..	475
11	..	500
12	..	525
13	..	550
14	..	575
15	..	600
16	..	625
17	..	650
18	..	675
19	..	700	750
20	..	700	775
21	..	700	800
22	..	700	825
23	..	700	850
24	..	700	850
25 or above	..	700	850
			(Selection grade 3 per cent. of the cadre on Rs.1,000.			

N.B.—A Munsif appointed as a Sub-Judge before he enters the 18th year of his service, draws from the date of such appointment to the date on which he enters the 20th year of service pay at Rs.750 per mensem.

4. The pay scale of the Higher Judicial Service is the same as that of officers in the Indian Administrative Service. The Law Commission of India in paragraph 87 of Chapter 9 of their report (Fourteenth Report) recommended that the pay scale of the Higher Judicial Service should correspond to the Indian Administrative Service scale of pay. We agree with the views of the Commission and suggest that the Senior Scale of the Indian Administrative Service should continue to apply to the members of the Higher Judicial Service as hitherto.

The existing system of allowing higher initial pay on appointment to the Higher Judicial Service contains a few anomalies. To begin with, higher initial pay on appointment is now granted—

- (a) up to the 10th stage of the time-scale to candidates recruited direct from outside; and
- (b) at the 9th or the 10th stage of the time-scale to the promotees, according to their length of service as Munsifs and Sub-Judges.

In our opinion, grant of higher initial pay on appointment of direct recruits from outside should, as in other services, be restricted to a maximum of 5 advance increments. For promotees, the formula which is applicable to promotees to the Indian Administrative Service should apply. Any difference in the standard in this respect is not justifiable.

5. Pay scales of the State Civil Service (Judicial)—Sub-Judges and Munsifs—are but segments of the time scale for the State Civil Service (Executive): its first 19 stages represent the pay scale of the Munsifs and the remaining 5 stages that of the Sub-Judges. As a result of the inclusion of two classes of posts in one service with one scale it was provided that a Munsif would earn no increment if he remained a Munsif after reaching a certain stage of the scale; and if he was promoted to be a Sub-Judge before reaching a certain stage, he would have to wait on a particular pay for sometime before earning his increments as Sub-Judge. This virtually resulted in two scales for the two classes of posts subject to the condition that a Sub-Judge would not earn increments for some time if he was promoted early. This condition did not become very much evident in the past as prior to partition, a Munsif was not generally promoted to be a Sub-Judge before the 18th or 19th year of his service, and the time-scale of the Sub-Judges started from the 15th year of their service as Munsif. But at present, the prospects of promotion are better and Munsifs are promoted much earlier, their average length of service before promotion being about 13 or 14 years. This change of conditions has led to an intensification of the anomaly inherent in the condition referred to above. A Munsif now promoted as a Sub-Judge in the 13th year of his service remains on a fixed pay up to the 19th year of his service, increments being drawn from the 20th year. Newly promoted Sub-Judges find this position unsatisfactory.

The Judicial Service Association has represented that the Munsifs and the Sub-Judges are really two separate services and should be treated as such. The Law Commission of India in Chapter 9 of their report suggested that the higher degree of responsibility of the Sub-Judges required a separation of the scales of pay of the Sub-Judge. In these circumstances we do not see any justification for continuing the old practice of including two separate classes of posts in one service with one scale and we recommend that two separate services be constituted for the two classes of posts.

The Law Commission recommended for the Munsifs and the Sub-Judges pay in the time-scales 350—700 and 700—1,000 respectively. We agree with the views of the Law Commission subject to a slight marginal adjustment

necessary to fit the scales suggested by them with the pattern of pay scales adopted by us. We accordingly suggest for the two services pay scales as follows:—

			Rs.
Munsifs	325—30—475—35—720
Sub-Judges	720—35—1,000.

The prospects of promotion in these services are higher than in any other comparable service. All Munsifs are promoted as Sub-Judges and 75 per cent. of District Judges are promoted from Sub-Judges. It appears that at present every Munsif is promoted as a Sub-Judge and almost every Sub-Judge is promoted as a District Judge. No Selection Grade is therefore justified.

6. There are a few other posts under the Department of Law, recruitment to which is mostly direct from amongst practising lawyers. The names of the posts and their pay-scales (together with the amount of Dearness Allowances) are as follows:—

Name of the post.	Existing emoluments.		
	Basic scale.	Dearness Allowance.	Total.
	Rs.	Rs.	Rs.
Administrator-General and Official Trustee	.. 1,300—1,800	228—263	1,528—2,063
Official Receiver	210—263	1,410—1,863
Official Assignee		
Deputy Superintendent and Remembrancer of Legal Affairs.		
Public Prosecutor, Calcutta		
Deputy Administrator-General and Trustee.	Official 1,000—1,250	175—219	1,175—1,469
Deputy Official Receiver	140—175	940—1,175
Deputy Official Assignee		
Junior Public Prosecutor, Calcutta	.. 500—750	88—131	588—881
Deputy Sheriff	.. 600—800	105—140	705—940
Superintendent, Office of the Asministrator-General and Official Trustee.	200—450	55—79	255—529

Consistently with the pay scales which we have suggested elsewhere for posts on equivalent rates of pay, we recommend that all the above posts on the present scale as shown in column 1 of the Table below should be fitted in the time-scales shown in column 2—

Present scale.		Proposed scale.	
(1)		(2)	
Rs.		Rs.	
1,300—1,800	1,500—60—1,800.	..
1,200—1,600	1,300—60—1,600.	..
1,000—1,250	1,100—60—1,400.	..
800—1,000	700—50—1,250.	..
600—800	{ 650—25—900	..
500—750
200—450 250—15—550.

(b) Subordinate Services (Executive)

7. To help in the management of the Estates under the control of the Administrator-General and Official Trustee and the Official Receiver, there are the following Subordinate posts on the emoluments shown against them—

Name of the office.	Name of the posts.	Existing emoluments.		
		Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Rs.	Rs.	Rs.
Administrator-General and Trustee.	Official Inspector	125-250	50-60	175-310
Official Receiver	Supervisor of Estates	100-200	45-55	145-255
Official Assignee	Supervisor	100-200		

Recruitments to these posts are either from the rank of District or Settlement Kanungos or by promotion of clerks in the respective offices. We have elsewhere suggested for the District and Settlement Kanungos a scale of 175-7-245-8-325. We recommend the same time-scale for all the posts mentioned above.

(c) Special Pays

8. The statement below shows the amount of special pays attached to some of the posts when held by members of the Judicial and other services:

Name of the posts.	How filled up.	Amount of special pay.	Reasons for granting the special pays.
1. City Civil and Sessions Court, Calcutta—			
Chief Judge ; Judges	Member of Higher Judicial Service.	200 per month each	} For arduous nature of duties.
Registrar and Sub-Judges.	Member of Civil Service (Judicial).	100 per month.	
2. Presidency Magistrate's Court—			
Chief Presidency Magistrate.	Member of Higher Judicial Service.	200 per month.	} For arduous nature of duties.
Presidency Magistrates	Member of Civil Service (Judicial) or of West Bengal Civil Service (Executive).	100 per month each	
Registrar and Presidency Magistrate.	Member of West Bengal Junior Civil Service.	100 per month each.	For doing accounts work in addition.
3. Registrar, Court of Small Causes.	Member of Civil Service (Judicial).	100 per month.	Rs.75 for performing duties of Treasury Officer and Rs.25 for additional work in connection with Thika Tenancy Act.

Name of the posts.	How filled up.	Amount of special pay.	Reasons for granting the special pays.
4. Courts of Municipal Magistrates—			
First and Second Municipal Magistrates.	Member of the Civil Service (Judicial) or of West Bengal Civil Service (Executive).	75 per month each	For arduous nature of duties.
Third Municipal Magistrate.	Member of the West Bengal Junior Civil Service.	75 per month.	For arduous nature of duties.
5. Assistant Legal Remembrancer.	Member of the Civil Service (Judicial).	100 per month.	For arduous nature of duties.

9. We understand that while in the districts, majority of the original cases are not very complicated, it is not necessarily so in Calcutta where the bulk of the litigants belong to the Trading and Commercial community. Work in City Civil and Sessions Court has thus, we believe, been placed in the hands of the Senior-most Members of the Higher Judicial Service with wide experience of judicial work, while in districts, practically the entire work is dealt with by comparatively Junior Members, i.e., the Munsifs and the Sub-Judges, drawing lower scale of pay. The Judges in the City Civil Court being Members of a higher paid service with suitable experience and maturity expected of that service, there is hardly any justification for a further increase of remuneration through a special pay. We therefore, recommend the abolition of the special pay.

We also do not find any justification for the special pays which are now allowed to the Sub-Judge in the City Civil and Sessions Court and to the Presidency and the Municipal Magistrates in Calcutta, who are Members of the Judicial Service or of the Executive Service—Senior or Junior. We accordingly recommend the abolition of these special pays.

The Registrar in the Court of Small Causes is employed on Treasury work. In District Executive Offices, the Treasury Officers are the Members of the West Bengal Civil Service (Executive) and are not allowed any extra remuneration for treasury work. Treasury work in this court is certainly not more arduous or more responsible than that in a big district. We, therefore, recommend the abolition of the special pay attached to the post.

Special pays are also allowed to—

- (1) Chief Judge, City Civil and Sessions Court;
- (2) Chief Presidency Magistrate, Calcutta;
- (3) Assistant Legal Remembrancer.

The duties of the first two officers include, besides judicial work, fairly heavy administrative work as well. The duties of the Assistant Legal Remembrancer also seem to us to be arduous.

We thus recommend the continuance of the special pays in their cases.

10. The Public Prosecutor, Calcutta, has been permitted to deal with, on behalf of the Government of India, all cases under the Companies Act—for which the said Government pay him a "Retainer's" fee of Rs.100 per month. He may continue to draw it for so long as he does the work of the Government of India in addition.

CHAPTER 26

AGRICULTURE AND FOOD PRODUCTION

The Department has several development wings. The more important of them are (1) Food Production, (2) Training, (3) Research, (4) Marketing, and (5) Agricultural Engineering.

2. The annexed Table shows the composition of the staff, their strength, the existing emoluments (inclusive of dearness allowance) and the method of recruitment. It does not include the staff in the Agricultural Engineering Branch which has been dealt with separately in the Chapter on "Engineering Establishments under Government." It does not also include the staff in the Birla College of Agriculture as they have, we understand, been recently transferred to the control of the Kalyani University.

(a) Gazetted Services and Posts

The posts in this field are organised into two State Services, viz., (1) a Higher State Service, and (2) a State Service. Besides, there are a few ad hoc posts in the "General" service.

The Seed Inspecting Officer, Tollygunj, is included in the General Service; but his duties do not seem to us to differ materially from those of officers in Subordinate Agricultural Service, Class I. We, therefore, suggest that the post should be included in the Subordinate Service, Class I, suitable arrangement being made for the protection of the pay of the existing incumbent.

The work of Tank Improvement Officers appears to be seasonal. In the absence of any detailed information, it has not been possible for us to go into the matter. The question of their pay scales or the need to retain the posts is thus left for the consideration of Government.

(b) Subordinate (Executive) Service and Posts

In this field there are three regularly organised services, viz., Subordinate Services, Class I, Class II and Class III. Besides, there are a number of ad hoc posts. Having regard to the duties, responsibilities and pay scales of these ad hoc posts, we recommend that they should be included in the regularly constituted services as indicated below, the pay scale of each such post being identical with the pay scale of the Service in which its inclusion is proposed:

Names of the services.	Names of the posts to be included in the Services.
Subordinate Agricultural Service, Class I (Exclusive and Research).	(1) Seed Inspecting Officer, Seed Testing Organisation, Tollygunj. (2) Special Officer, Paddy Marketing Scheme. (3) Technical Officer, Saboi and Sisal Plantation. (4) All posts now in the Subordinate Agricultural Service, Class I (Executive and Research).

Names of the services.	Names of the posts to be included in the Services.
Subordinate Agricultural Service, Class II	(1) Subordinate Agricultural Service, Class II, Subdivisional Marketing Officers and Superintendents, Egg Grading Centres. (2) Jute Development Inspector. (3) Assistant Tank Improvement Officers. (4) Tank Improvement Inspectors. (5) Soil Survey Assistant. (6) Research Assistant, Office of the Entomologist.
Subordinate Agricultural Service, Class III	(1) Transport Assistant. (2) Supervisor, Office of the Agricultural Chemist. (3) Junior Scientific Assistant. (4) Peripatetic Instructors. (5) Agricultural Inspectors. (6) Assistant Tank Improvement Inspectors. (7) Jute Field Assistants; Market Reporters; Supervisors, Creamery Societies. (8) Grade Recorder, Agricultural Marketing. (9) Food Production Assistants. (10) Subordinate Agricultural Service, Upper Division (Overseers and Field Assistants) and Lower Division (Demonstrators and Fieldmen). (11) Union Agricultural Assistants.

The Inspectors of Iron and Steel belong to the cadre of the Inspecting staff of the Food and Supplies Branch of the Department of Food, Relief and Supplies. They have not, therefore, been recommended for inclusion in any of the Subordinate Services mentioned above.

4. In their evidence before us, officers in the Administrative Department of Government pressed for the betterment of the pay and prospects of their employees, special emphasis being placed on (1) the Director of Agriculture and Food Production, and (2) Union Agricultural Assistants, Agricultural Overseers and Agricultural Demonstrators. It was suggested by them that the last three classes of employees should be merged into one cadre of Food Production Assistants and that the minimum pay of all the posts in the merged cadre should be at least Rs.20 higher than that of the Lower Grade Clerks in districts in view of the fact that all of them were field workers with initial training in Agriculture.

5. Due to the impact of the Five-Year Plans, the responsibilities in the post of the Director of Agriculture and Food Production have largely increased. The pay scale of the post may therefore reasonably be raised to what we have recommended for other major Heads of Departments. Regarding the question of absorption of the three grades into the cadre of Food Production Assistants, we find that the majority of the Union Agricultural Assistants have been in service from pre-partition days. A number of them have already been trained in Agricultural Schools and absorbed as Food Production Assistants. The rest are being gradually trained and so

absorbed. The Agricultural Overseers on 90—130 and Agricultural Demonstrators on 50—80 are all trained men, having sufficient experience in Agriculture. The inclusion of the three classes of men into the cadre of Food Production Assistants is therefore a reasonable proposal and we recommend accordingly, untrained Union Agricultural Assistants being absorbed into the unified cadre as they are trained. Pending their absorption, the untrained Union Agricultural Assistants may draw pay in the scale 100—140. In future, no untrained men should be recruited to this unified cadre. Further recruitment of untrained men to the scale of 100—140 should, of course, stop.

Pay scales should depend on the duties and responsibilities of the posts and their recruitment qualifications. Whether the duties are performed in the field or in the office or partly in the field and partly in the office is hardly a relevant consideration except that this factor should be taken into account in fixing recruitment qualification.

6. Having regard to all relevant considerations we recommend pay scales as follows:—

	Present scale.	Proposed scale.
	Rs.	Rs.
Higher Agricultural Service—		
Director of Agriculture . . .	1,500—1,800	1,800—100—2,000.
Joint Directors, Deputy Directors, etc. .	350—1,200	400—40—1,000—50—1,250.
Agricultural Service—		
Superintendents of Agriculture, etc. .	250—750	300—30—900.
Subordinate Agricultural Service, Class I	200—450 150—300 200—300	} 200—10—400
Subordinate Agricultural Service, Class II	125—250 150—250 130—180	
Subordinate Agricultural Service, Class III.	80—180 70—150 55—130 55—100 75—130 90—130 50—80	
		125—3—140—4—200, except for the untrained Union Agricultural Assistants who should be on the scale of 100—3—136—4—140 until they are trained.

7. Officers directly recruited to the Higher Agricultural Service from outside Government service and those promoted to it are now allowed higher initial pays as follows:—

(a) *Direct recruits*.—Pay on age basis up to the 35th year of age.

(b) *Promotees*.—Pay according to normal rules, provided that if an officer on promotion has not completed 5 years' service in the Agriculture Department, his initial pay is the pay in the time-scale of Higher Agricultural Service corresponding to his years of service.

Direct recruits to the Higher Agricultural Service are required to possess, besides a degree, a high standard of post-graduate training in Agriculture or a branch of science basic to Agriculture and sufficient experience in field experimental work. Their age limits for recruitment to the service

are between (a) 30—45 years for Assistant Directors, Agricultural Marketing, (b) 23—35 for others. Normally, no higher initial pay on appointment should be given; but where suitable recruits are not available on the minimum of the time-scale, we suggest one advance increment for every year of specialised post-graduate training or experience before appointment, subject to a maximum of 5 such increments. For the promotees, we do not consider that any exceptional treatment is necessary. They should, like all other Government servants, draw initial pay as admissible under the rules.

8. *Special pays.*—At present special pays are attached to the following posts:—

Name of the post.	Amount of special pay.	Reasons for granting the special pay.
	Rs.	
(1) Joint Director of Agriculture	100	Arduous nature of duty.
(2) Special Officer, Saboi and Sisal Plantation ..	100	Ditto.
(3) Superintendent of Agricultural Farms; Special Officer, Kolaghai Rehabilitation Scheme.	75	Ditto.
(4) Tank Improvement Officers, when filled up by transfer from West Bengal Junior Civil Service.	50	Ditto.
(5) Research Assistant, Rice Research Station, Chinsura.	40	For working as Lecturer in Botany, State Agricultural School, Chinsura.
(6) Assistant Tank Improvement Officers in the Districts of Hooghly and Bankura.	25	Arduous nature of duty.

The officers in items (1) and (2) are members of the Higher Agricultural Service, the officers in item (3) of the Agricultural Service, and the Tank Improvement Officers in item (4) of the General Service. The Research Assistants in item (5) and the Assistant Tank Improvement Officers in item (6) belong to the subordinate service. We discuss the above items separately below:

Item (1)—Joint Directors.—At the Headquarters Office, the Director is helped by a number of Joint Directors and Deputy Directors. The duties of Joint Directors and Deputy Directors are broadly similar. All of them are employed on the supervision, guidance and co-ordination of work in their charge—technical and/or administrative. It is not clear why there should, therefore, be Joint Directors at all or why the posts of Joint Directors should carry a special pay while the posts of Deputy Directors do not. Some of our official witnesses tried to justify the distinction and the special pay by pointing out that when the Director was out on tour, the administration of the office had to be looked after by the Joint Directors. This can hardly be considered a good reason. The Deputy under the principal head or where there are more than one Deputy, the seniormost among them has to be called upon to hold routine charge whenever the principal is out on tour. The Deputy does it everywhere as a part of his normal duty and without any extra remuneration. We accordingly recommend that the posts of Joint Directors should be replaced by those of Deputy Directors and the special pay should be abolished.

Item (2)—Special Officer, Saboi and Sisal Plantation.—The duties of this officer do not appear to be more arduous or responsible than those of the Deputy Directors at Headquarters or in charge of the Ranges so as to justify a special pay. The special pay should, therefore, be abolished.

Item (3)—Superintendent of Agricultural Farms.—It is the normal duty of the Superintendent to exercise supervision and control over the Farm Managers who are in immediate charge of the Farms. We consider that no special pay should be granted for performance of duties normally required in a post or office. The duties of the Superintendent of Agricultural Farms do not also appear to be more arduous and responsible than those of other members of the same cadre working as Superintendents in charge of the Districts. We, therefore, suggest that the special pay now attached to the post should be withdrawn. Similarly we do not find any justification for allowing a special pay to the Special Officer, Keleghai Rehabilitation Scheme. We suggest that it should be abolished.

Item (4)—Tank Improvement Officers.—As will appear from the annexed Table, the Tank Improvement Officers are recruited from two different sources, i.e., by promotion of Assistant Tank Improvement Officers and Inspectors in the subordinate service and by transfer of West Bengal Junior Civil Service Officers. It is not clear to us why a special pay of Rs.50 should be paid to a member of the West Bengal Junior Civil Service when working as a Tank Improvement Officer as this work is not more responsible or arduous than the work of a Sub-Deputy Magistrate. The special pay of Tank Improvement Officers deputed from West Bengal Junior Civil Service (Executive) should thus be withdrawn.

Item (5)—Research Assistant.—As the teaching work in the State Agricultural School, Chinsura, is done within the normal working hours, it should, in our opinion, be treated as a part of the normal duties and the officer should not be allowed any special pay.

Item (6)—Assistant Tank Improvement Officers.—In the Districts of Hooghly and Bankura, there are besides the Tank Improvement Officers and Tank Improvement Inspectors, a few Assistant Tank Improvement Officers who draw pay in the scale of Tank Improvement Inspectors *plus* a special pay of Rs.25. We understand that these additional posts were created in view of the increased work in the districts; but it is not clear to us why the posts of Assistant Tank Improvement Officers (instead of Tank Improvement Inspectors) were considered necessary on payment of a slightly higher remuneration. Government may consider whether the posts of Assistant Tank Improvement Officers could be replaced by those of Tank Improvement Inspectors without any special pay.

Name of the Service or Posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Per- manent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
General Service Posts—						
Seed Inspecting Officer, Seed Test- ing Organisation, Tollygunj.	By direct recruitment or by promotion from Subordinate Agricultural Service, Class I, on Rs.150—300.	..	1	200—450	55—79	255—529
Tank Improvement Officers	By promotion of Assistant Tank Improve- ment Officers or Tank Improvement Inspectors on Rs.125—250 or by transfer from the West Bengal Junior Civil Service (Executive).	..	12	200—450	55—79	255—529
(b) Subordinate (Executive) Posts						
Special Officer, Paddy Marketing Scheme.	By promotion from Subordinate Agricultural Service, Class I.	..	1	200—450	55—79	255—529
Subordinate Agricultural Service, (Executive and Research).	By direct recruitment except in the case of District Marketing Officers where 50 percent of the vacancies are filled up by promotion from Subdivisional Agricul- tural Marketing Officers in Subordinate Agricultural Service, Class II.	102	264	150—300	50—65	200—365
Technical Officer, Saboi and Sisal Plantation.	By direct recruitment of Science Graduates	..	1	200—300	55—65	255—365
Subordinate Agricultural Service, Class II—Sub-Divisional Marketing Officers and Superintendent, Egg Grading.	By direct recruitment of Graduates	..	54	125—250	50—60	175—310

Jute Development Inspector	..	By direct recruitment of Science Graduates	..	8	150—250	50—60	200—310
Assistant Tank Improvement Officers.	..	By promotion of Tank Improvement Inspectors.	..	2	125—250	50—60	175—310
Tank Improvement Inspectors	..	By direct recruitment or by promotion of Assistant Tank Improvement Inspectors on Rs.70—150.	..	25	125—250	50—60	175—310
Soil Survey Assistant	..	By direct recruitment of Science Graduates	..	3	125—250	50—60	175—310
Inspector, Iron and Steel Distribution Scheme.	..	Filled up by deputation of Inspectors in the Department of Foods, Relief and Supplies (Food and Supplies Branch).	..	1	100—200	45—55	145—255
Research Assistant, Office of the Entomologist.	..	By direct recruitment of Science Graduates	..	1	130—180	50—55	180—235
Transportation Assistant	..	By direct recruitment. Minimum qualification—Matriculation in most cases.	3	..	80—180	45—55	125—235
Supervisors, Office of Agricultural Chemist.	..	By direct recruitment. Minimum qualification—Matriculation in most cases.	..	5	80—180	45—55	125—235
Junior Scientific Assistant	..	Ditto	..	6	70—150	45—50	115—200
Peripatetic Instructors	..	Ditto	..	2	70—150	45—50	115—200

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Per- manent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
<i>General Service Posts (contd.)—</i>						
Agricultural Inspectors ..	By direct recruitment. Minimum qualifi- cation—Matriculation in most cases.	186	8	70—150	45—50	115—200
Assistant Tank Improvement Inspectors.	Ditto	57	70—150	45—50	115—200
Jute Field Assistant, Market Reporters, Supervisors, Creamery Societies.	Ditto	88	55—130	45—50	100—180
Grade Recorder, Agricultural Marketing.	By direct recruitment. Minimum educational qualification—Matriculation.	4	3	55—100	45—45	100—145
Food Production Assistants ..	By promotion of Union Agricultural Assistants on completion of Training in Agricultural School. Minimum qualification—Matriculation.	..	471	75—130	45—50	120—180
<i>Subordinate Agricultural Service—</i>						
(a) Upper Division, Overseers and Field Assistants.	By promotion of Agricultural Demonstrators.	62	59	90—130	45—50	135—180
(b) Lower Division (Demonstrators and Field-men).	By direct recruitment. Minimum qualification—Matriculation.	166	380	50—80	35—45	85—125
Union Agricultural Assistants ..	By direct recruitment. Minimum qualification—Matriculation.	989	161	50—80	35—45	85—125

CHAPTER 27

Archaeology

The organisation is new. It is under the administrative control of the Department of Public Works. Its main function is to look after the preservation of historical relics in the State and to carry out excavations for finding out articles of historical importance. It is a very small unit with the following staff, viz.,—

Name of the posts.	Recruitment qualifications.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Director of Archaeology.	Either by direct recruitment or by transfer from West Bengal Senior Education Service.	..	1	350—1,200	70—210	420—1,410

Qualification.—

(a) A first or second Class Master's Degree in Ancient Indian History and Culture with Indian Archaeology as a special subject, or in Archaeology of an Indian University or equivalent degree or diploma of foreign University.

(b) Practical experience of at least 5 years in excavation and exploration work, etc.

Age.—Not more than 45 years on 1st of August of the year of recruitment.

Superintendent of Archaeology.	By direct recruitment	..	2	200—450	55—79	255—529
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Qualification.—

(a) At least a Second Class Master's Degree in Ancient Indian History and Culture or in Sanskrit, Group I, with Indian Archaeology as a special subject, or in Archaeology of an Indian University or equivalent degree or diploma of a foreign University.

Name of the posts.	Recruitment qualifications.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
	(b) One year's practical experience in exploration work, etc.					
	Age.—Not more than 27 years on 1st August of the year of recruitment relaxable in exceptional cases up to 30 years.					
Conservation Assistant.	Must possess a L.C.E. certificate.	..	1	125—250	50—60	175—310

2. Consistently with the principles adopted elsewhere, we suggest the Director's pay in the scale 400—40—1,000—50—1,250.

For the Superintendent, we suggest the scale 250—15—550.

3. The pay scale of the Conservation Assistant has been dealt with in the Section relating to the pay scales of the "Subordinate Engineering Service." No separate comment is necessary here.

CHAPTER 28

Bengali Translator

The Table below shows the distribution of staff among the different scales, their number and the methods of recruitment:

TABLE

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
Gazetted						
Bengali Translator	Either by direct recruitment or by promotion from Reader and Assistant Reader and Upper Grade Assistant Translators.	1	..	250—750	60—131	310—881
Non-Gazetted						
Reader	.. By promotion from Upper Grade Assistant Translators.	1	..	250—350	60—70	310—420
Assistant Reader ..	Both by direct recruitment and by promotion from Lower Grade Assistant Translators.	5	..	150—300	50—65	200—365
Upper Grade Assistant Translator (Bengali).						
Reader and Translator.						
Lower Grade Assistant Translator.	By direct recruitment through Public Service Commission.	7	1	150—250	50—60	200—310
Lower Grade Hindi Translator.						
Lower Grade Urdu Assistant Translator.						
(Qualification.— Honours Graduate in any literary subject.						
Ability to translate.						
Age— 25 years.						

2. Recruitment to the post of Bengali Translator is either direct or by promotion from office. We suggest that the possibility of including the post in the cadre of Education Service should be considered. Pending decision, the post should carry pay in the scale 300—30—900.

3. Regarding the others, our recommendations are as follows:—

Reader 300—20—400—25—450

Assistant Reader	}	200—10—400
Upper Grade Assistant Translator ..		
Reader and Translator		

Lower Grade Assistant Translator ..	}	175—7—245—8—325
Lower Grade Hindi Translator ..		
Lower Grade Urdu Assistant Translator		

CHAPTER 29

Cinchona and Medicinal Plants

The Quinine Factory at Mungpo with its cinchona plantations is one of the oldest commercial undertakings of the State Government. With the virtual disappearance of Malaria from the State and with the discovery of alternative drugs in recent years, the demand for quinine has fallen and the Department is now trying to grow other medicinal plants for which there is large demand in the market.

2. The annexed Table shows the distribution of staff among different scales, their number and also the methods of recruitment. It appears that recruitment at the lower levels is direct; but in the higher posts, it is either direct or by promotion.

3. For the gazetted services and posts, we suggest that posts on the existing scales in column (1) of the Schedule below may be fitted into the scales as shown in column (2) thereof, viz.—

SCHEDULE

Existing scales.		Proposed scales.
(1)		(2)
1,300—1,600	1,300—60—1,600
800—1,000	700—50—1,200
250—750	300—30—900
200—450	250—15—550

Regarding the posts in the Subordinate Service, the Mycological Assistant, Ipecac Plantation, is an Agricultural Graduate and the Agricultural Assistant an I.Sc., with knowledge in Agriculture. For the posts of similar nature, we have recommended elsewhere pay in the scales 200—10—400 and 125—3—140—4—200 respectively.

Thus following the principles which we have adopted elsewhere, we suggest the following pay scales for the posts in the subordinate field:—

Botanist, Ipecac Plantation	250—15—550
Horticultural Overseer	} 200—10—400
Special Officer, Foodgrains	
Mycological Assistant, Ipecac Plantation	
Assistant Manager, Quinine Sales Depot	175—7—245—8—325
Agricultural Assistant, Ipecac Plantation	125—3—140—4—200

4. *Special Pays.*—The Manager, Ipecac Plantation, Rangoo, now draws a special pay of Rs.50 for additional duties in connection with the schemes for other medicinal plants. We are informed that the special pay is being drawn for more than 6 months and should, therefore, cease under the ordinary rules. We do not also consider that the extra work is heavy enough to justify a Special Pay. We accordingly suggest that the Special Pay be withdrawn.

TABLE
Statement showing the distribution of staff in the Department of Cinchona and Medicinal Plants, among different scales of pay, their number and method of recruitment.

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(a) Gazetted Services and Posts.						
Director of Cinchona	.. Both by direct recruitment and by pro- motion from Quinologist and General Manager.	1	..	1,300—1,600	238—263	1,528—1,863
	<i>Qualification.</i> —For direct recruitment— 1st Class M.Sc. Degree in Botany.					
General Manager, Cinchona Planta- tion.	.. Both by direct recruitment and by pro- motion of Manager.	1	..	800—1,000	140—175	940—1,175
	<i>Qualification.</i> —For direct recruitment M.Sc. in Botany.					
Quinologist, Quinine Factory	.. By direct recruitment and by promotion of Assistant Quinologist.	1	..	800—1,000	140—175	940—1,175
	<i>Qualification.</i> —For direct recruits—M.Sc. in applied Chemistry or Industrial Che- mistry.					
Assistant Quinologist, Quinine Fac- tory.	.. By direct recruitment <i>Qualification.</i> —M.Sc. in Applied Chemistry or Industrial Chemistry.	3	..	250—750	60—131	310—881

Manager, Cinchona Plantation	..	By direct recruitment	..	1	..	250—750	60—131	310—881
		<i>Qualification</i> .—Graduate with Botany as one of the subjects.						
Manager, Ipecac Plantation, Rangoo	..	By direct recruitment	..	1	1	250—750	60—131	310—881
		<i>Qualification</i> .—Graduate with Botany as one of the subjects.						
Soil Chemist, Cinchona Plantation	..	By direct recruitment	..	1	..	250—750	60—131	310—881
		<i>Qualification</i> .—M.Sc. in Chemistry.						
Horticulturist, Cinchona Plantation	..	By direct recruitment	1	250—750	60—131	310—881
		<i>Qualification</i> .—M.Sc. in Botany.						
Analytical Chemist	..	By direct recruitment	1	250—750	60—131	310—881
		<i>Qualification</i> .—M.Sc. in Physical Chemistry						
Soil Surveyor (Cinchona)	..	By direct recruitment	1	200—450	55—79	255—529
		<i>Qualification</i> .—M.Sc. in Chemistry with experience in Soil Survey.						
Assistant Soil Chemist (Cinchona)	..	By direct recruitment	1	200—450	55—79	255—529
		<i>Qualification</i> .—M.Sc. in Chemistry with experience in Soil Survey.						
Assistant Managers (Cinchona)	..	By direct recruitment	..	2	1	200—450	55—79	255—529
		<i>Qualification</i> .—B.Sc. with Botany as one of the subjects.						
Manager, Quinine Sales Depot	..	By direct recruitment with degree in Economics.	in	1	..	200—450	55—79	255—529

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(b) Subordinate (Executive) Posts						
Botanists, Ipecac Plantations	.. By direct recruitment	..	1	200—450	55—79	255—529
	<i>Qualification.</i> —M.Sc. in Botany.	..				
Horticultural Overseer, Cinchona Plantation.	By direct recruitment of Graduates in Botany.	2	1	125—275	50—65	175—340
Special Officer, Food Grains	.. By direct recruitment	..	1	125—275	50—65	175—340
Mycological Assistant, Ipecac Plan- tation.	By direct recruitment of Agricultural Gra- duate.	..	1	200—450	55—79	255—529
Assistant Manager, Quinine Sales Depot.	By direct recruitment or by promotion of Head Clerks.	1	..	200—250	55—60	255—310
Agricultural Assistant, Ipecac Plan- tation.	I.Sc. with knowledge in Agriculture	..	1	100—225	45—60	145—285

CHAPTER 30

Community Development and Extension Services

For the all-round development of rural areas, Government in its Department of Community Development and Extension Services maintains a staff which includes, besides officers deputed from the different nation-building departments such as Agriculture, Industries, etc., the following classes of officers, viz.,—

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.

(a) Gazetted

Leaders	.. A good University degree with experience in social work.	..	3	450—850	79—149	529—999
Special Women Programme.	Officer, Graduate with experience in social work.	..	1	200—450	55—79	255—529

(b) Subordinate Service

Progress Assistants	By direct recruitment of Graduates with Economics, Statistics and Mathematics.	..	158	80—180	45—55	125—235
Gram Sevaks and Gram Sevikas.	By direct recruitment or by promotion of Union Agricultural Assistants on 75—130.	..	1,580	70—150	45—50	115—200

(Qualification.—For direct recruit Matriculate with rural bias.)

2. The scales which we have recommended elsewhere for posts of comparable status in other departments should apply to the officers deputed from the different departments of Government.

The present pay scale of the Leaders appears to us to be high in relation to officers doing comparable work and having comparable qualification. Having regard to the duties and responsibilities of the posts and their recruitment qualifications, we suggest for them the scale 250—15—550.

For the Special Officer, Women Programme, also we suggest the same scale 250—15—550.

In the Subordinate Service, the Progress Assistants are required to scrutinise and analyse the data collected by the Gram Sevaks and the Gram Savikas and to verify their records in the field. Having regard to their duties, we suggest pay as follows:—

Progress Assistants .. 125—3—140—4—200 *plus* special pay of Rs.10 per month.

Gram Sevaks and Gram Sevikas .. 125—3—140—4—200.

3. Besides the above, the organisation has a few posts either on a consolidated or fixed rate of pay. The recruitment qualifications of the posts or the duties and responsibilities attached to them are not very clear to us. Moreover, persons holding these posts are all employed on work of temporary nature. We have, therefore, not been able to make any recommendation about them. Government will no doubt consider each such case on its merits and fix a suitable remuneration after obtaining relevant data.

CHAPTER 31

Co-operation

The Department of Co-operation is responsible for the control, guidance and development of the co-operative movement in the State and for the discharge of the statutory duties of registration, audit, arbitration, execution and liquidation in accordance with the provisions of the Co-operative Societies Act (Act No. XXI of 1940). Since the commencement of the Five-Year Plans, the activities of the Department have expanded in several directions.

2. The control and direction of work rest with the Registrar of Co-operative Societies who is an officer in the Indian Administrative Service, on his grade pay *plus* a special pay of Rs.200. The composition of the staff below him, their strength, their pay scales (inclusive of Dearness Allowance) and the methods of recruitment are shown in the annexed Table.

3. The Chief Auditor is now on the scale of 350—1,200. We have recommended the revision of this scale to 400—40—1,000—50—1,250 in other departments. We, therefore, recommend the scale 400—40—1,000—50—1,250 for the Chief Auditor also.

4. The scale of 250—750 now applies to almost all Departments. In place of this scale we have recommended the scale of 300—30—900. In the Co-operation Department also we recommend that the scale of 250—750, to whomsoever it now applies, should be revised to 300—30—900.

Principals, Co-operative Training Institutes and the Personal Assistant to the Registrar are now included in the cadre of Assistant Registrars. The *status quo* in this respect may continue.

5. District Auditors and Co-operative Development Officers now draw pay in the scale of 200—450. Following the general pattern adopted by us we recommend for them pay in the scale 250—15—550.

6. It has been suggested to us that as in the Departments of Agriculture and Food Production, Animal Husbandry and Veterinary Services, etc., the Gazetted posts of this Department may be placed on regularly organised services. Conditions in this Department are, however, different in that this Department draws most of its higher officers from other Departments. The cadres will therefore be very small. We, however, agree—

(1) that all posts on the scale of 250—15—550 may be constituted into a Junior Co-operative Service; and

(2) that all posts on the scale of 300—30—900 may be constituted into a State Co-operative Service;

and we recommend accordingly.

There is only one post on 400—40—1,000—50—1,250. One post can hardly constitute a Service. So it may remain in the General Service, as at present or in the alternative, the post may be included in the cadre of the Audit and Accounts Service which we have recommended elsewhere. This post may in that case be filled up by deputation from that cadre which will be operated by the Finance Department and is designed to serve the requirement of Commercial Accountants and Auditors in all Departments of Government.

7. In the Subordinate field, the Lecturers, Co-operative Training Institutes, are found from the cadre of Co-operative Inspectors. The minimum educational qualification of the Auditors is "Intermediate in Arts, Science or Commerce" while in the posts of Industrial Organisers, Marketing Inspectors or the Field Assistants, it is a "Pass Certificate of the School Final Examination." The evidence before us shows that the duties in the latter posts are like those of "Gram Sevaks" in Development Blocks for whom we have recommended elsewhere pay in the scale 125—3—140—4—200. As in the case of the Gazetted services we also think that the posts in the Subordinate field may be organised in different services. The following classifications are suggested, viz.,—

Names of the services.	Names of the posts to be included in the services.
Subordinate Co-operative Service, Class I	1. Lecturers, Co-operative Training Institutes. 2. Co-operative Inspectors,
Subordinate Co-operative Service, Class II	1. Co-operative Auditors, 2. Industrial Organisers, 3. Marketing Inspectors, 4. Field Assistants.

8. Considering all the facts mentioned above, we recommend the following pay scales for the proposed Subordinate Services, viz.,

Name of the services.	Proposed pay scales.
Subordinate Co-operative Service, Class I	200- 10—400
Subordinate Co-operative Service, Class II	125- 3- 140—4- 200

9. Special Pay.—They are now attached to the following posts, viz.,—

	Rs.
Joint Registrars	150
Deputy Registrars	100
Principal, Co-operative Training Institute	50
Lecturers, Co-operative Training Institutes	25

In the Section dealing with the pay scales of services and posts under the Department of Agriculture and Food Production, we have suggested that Joint Directors who are members of the Higher Agricultural Service should not be given any special pay over their grade pay and that the posts be replaced by those of Deputy Directors. Following that principle, we suggest that here also the post of Joint Registrar should be replaced by a post of Deputy Registrar; but as posts of Deputy Registrars will be in the "State Co-operative Service" on a pay scale lower than that of the Higher State Service, we suggest for them a special pay of Rs.100 per month each.

The Principals and the Lecturers in Co-operative Training Institutes do not draw any special pay while in their normal lines of service involving no less responsibility than in a Training Institute. We do not thus find any good reason for retaining the special pays in the above posts and suggest that they should be withdrawn.

TABLE

Statement showing the composition of staff in the Department of Co-operation, their number and pay scales

Designation of posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
gaz Gazetted Posts						
				Rs.	Rs.	Rs.
Chief Auditor ..	By direct recruitment of Chartered Accountant, the minimum age limit being the same as in other services.	1	..	350—1,200	70—210	420—1,410
Joint Registrar ..	By promotion from the post of Deputy Registrars.	1	..	250—750 <i>plus</i> Special Pay of Rs.150.	70—158	470— 1,058
Deputy Registrars	By promotion of Assistant Registrars or by transfer from West Bengal Civil Service (Executive).	1	4	250—750 <i>plus</i> Special Pay of Rs.100.	70—149	420—999
Principals Co-operative Training Institute.	(1) Not more than 50 per cent. of vacancies are filled up by promotion of District Auditors and Co-operative Development Officers ; (2) Not less than 33·1/3 per cent. by direct recruitment through West Bengal Civil Service (Executive); and (3) 16·2/3 per cent. by transfer from the West Bengal Civil Service (Executive).	2	2	250—750 <i>plus</i> Special Pay of Rs.50.	65—140	365—940
Assistant Registrars (including the Personal Assistant).		11	6	250—750	60—131	310—881
District Auditors		10	3	200—450	55—79	255—529
Co-operative Development Officer.	Ordinarily by promotion of Inspectors in the Sub-ordinate Service failing which direct recruitment is made through the West Bengal Civil Service (Executive).	..	12			

Designation of posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Lectures, Co-operative Training Institutes.	{ 50 per cent. by direct recruitment and 50 per cent. by promotion of Auditors.	2	7	150—300 <i>plus</i> Special Pay of Rs.25.	55—70	230—395
Inspectors ..		170	261	150—300	50—65	200 365
Auditors ..	By direct recruitment	212	148	100—175	45—55	145—230
Industrial Organisers.	By direct recruitment	..	10	125—225	50—60	175—285
Marketing Inspectors.	By direct recruitment	..	10	70—150	45—50	115—200
Field Assistants	By direct recruitment	..	11	70—150	45—50	115—200

CHAPTER 32

Education

The Department of Education formulates and carries out the policy of Government in regard to education in all its aspects, viz., elementary, secondary, university and special. It also runs a number of educational institutions. The different types of such institutions are—

- (a) Government Colleges—General and Professional;
- (b) Government Tols and Madrashes; and
- (c) Government Schools which include, besides Higher Secondary and Multipurpose Boys' and Girls' High Schools—
 - (1) Class X High Schools;
 - (2) Women Teachers' Training Schools;
 - (3) Junior High Schools;
 - (4) Primary Training Schools (Old and New types);
 - (5) Experimental Schools where the principles of basic education are experimented on the boys and girls reading in the schools and the teaching practice of the teacher-trainees is conducted;
 - (6) Nursery Training Schools;
 - (7) Senior and Junior Basic Schools;
 - (8) Morning Sections of High Schools;
 - (9) Special types of Schools—such as Dow Hill Girls' and Victoria Boys' Schools, Kurseong; and
 - (10) Polytechnic Schools.

Besides the small number of schools and colleges run departmentally by Government, there are many others which are privately managed, Government contributing as Grants-in-aid sums—

- (a) equal to the entire deficit in the case of Secondary Schools and the Government sponsored colleges; and
- (b) up to a limited percentage of the deficit at their discretion in the case of the private Colleges and the Junior Schools.

2. The annexed Table I shows the composition of the staff in the schools and colleges managed by Government, their number, pay scales (inclusive of Dearness and Food Allowances) and the methods of recruitment. It will be noticed that recruitment in the majority of the posts is either entirely direct or partly direct and partly by promotion.

Higher initial pays on appointment are also allowed in the Men's and Women's Branches of—

- (a) the Junior Education Service;
- (b) the Education Service; and
- (c) the Senior Education Service;

on the basis of age or of qualifications and/or experience whichever is more favourable to the candidates. The principles governing the grant

of higher initial pays on the basis of qualification and/or experience are in brief as follows:—

Minimum prescribed qualification.	Minimum period of teaching experience.			Stage in the time-scale.		
	Junior Education Service.	Education Service.	Senior Education Service.	Junior Education Service.	Education Service.	Senior Education Service.
Second Class both at the Degree and at the Master's stage.	1st stage
First Class either at Honours stage or at Master's stage.	..	2	..	5th stage	5th stage	} Up to the 11th stage on individual consideration.
Both First Class at Honours stage and at the Master's stage, or	..	2	..	8th stage	8th stage	
Doctorate Degree with Second Class at the Honours stage and at the Master's stage.	..	2	..	11th stage	11th stage	
First Class either at the Honours stage or at Master's stage with a Doctorate Degree.	..	2	..	11th stage	11th stage	
Both First Class at Honours stage or at Master's stage with a Doctorate Degree.	..	2	13th stage.	

In the Subordinate Service, trained Graduates with Second Class Master's Degree start with 2 advance increments in the scale 130—350; others with Honours Degree or with Class III Master's Degree are not allowed any such higher start. Similarly, trained Graduates in Arts or Science with Distinction only are allowed 2 advance increments in the scale 100—225.

3. Before we proceed to suggest revised scales, we propose to deal with some of the important points concerning the structure of emoluments in the Education Services, viz.,—

(i) Administrative and or Teaching Sections (other than the Engineering Branch, Dow Hill Girls' and Victoria Boys' Schools and Government Tols).

(1) The University Grants Commission have decided that the pay scales of Teachers in affiliated and constituent colleges of the Universities are to be regulated as follows:—

Principals	... 600—800
Heads of Departments	... 400—700
Senior Lecturers	... 300—600
Lecturers	... 200—500

They have also observed that restriction should be imposed on private tuition work undertaken by the teachers in such Institutions.

Comparing the pay scales in Government Colleges with those adopted by the University Grants Commission, we find that the scales in Government Institutions are much higher in all cases except in the case of the lowest cadre, viz., the Lecturers, where the scales are practically the same. Government are also allowing advance increments to better qualified men entering Government service. As the Colleges run directly by Government should serve as "Model" Institutions and set the standard of teaching, we do not consider it advisable to disturb the existing pattern according to which pay scales in Government Institutions are generally higher than those recommended by the University Grants Commission for private Colleges. We think that this correlation should continue. In the only case, viz., that of Lecturers where the pay scale is now the same, we are recommending a higher pay scale for Lecturers in Government Colleges.

We find that the system of granting higher initial pay contains a few anomalies and requires rationalisation. Higher initial pay, we think, should be granted on grounds of merit and comparable experience in teaching but not merely on age basis. Now that we are also recommending higher minimum for every scale, the maximum number of advance increments that may be granted should not exceed five. Further, no higher initial pay should be admissible where the candidate appointed has just the minimum qualification and experience prescribed for the post, the higher initial pay granted, being somewhat proportional to the higher qualification and experience possessed by the persons over and above the prescribed minimum. This of course applies to direct recruits from outside Government service. The question of fixation of initial pay on promotion or transfer is different and should be governed by the ordinary service rules.

(2) *Teachers in Kindergarten Schools.*—Those having "Bachelor's degree with a recognised certificate or diploma in Kindergarten and Nursery Training," may be given the scale as for "Trained Graduates in Arts or Science," others with higher qualifications and a recognised certificate or diploma in Kindergarten and Nursery Training being on the scale as for "Trained Graduates with Honours' Degree or with Master's Degree."

(3) *Typewriting Instructors, Goenka College of Commerce.*—Some are on the scale 70—150 while others on 110—150. We suggest that the scales be equalised and fixed at 125—3—140—4—200.

(4) *Drawing Masters and Craft Teachers.*—Some are on the scale 70—150 and some on 100—225. We suggest for them a pay of 150—5—250, i.e., the scale which we have proposed elsewhere for Draftsmen, Artists, etc., possessing a pass certificate from the Government College of Arts and Crafts.

(5) *Physical Instructors.*—Two of them, viz., one in the Bengal Engineering College and the other in the Post-Graduate Training College for Physical Education, Banipur, are on time scales different from those of Physical Instructors elsewhere, the qualifications being the same in all cases. We do not find any justification for such differentiation, and suggest that the pay scales be equalised.

Similarly, the pay scale (200—250) of the Teacher-in-Charge, Junior Basic Training School, Hastings, should be the same as that of comparable posts in other Government schools.

(6) *Undergraduate Teachers.*—There are at present 3 different scales—55—130, 70—150 and 80—180—covering the whole field. All of them may, in our opinion, be unified and fixed at 125—3—140—4—200.

(7) *Assistant Inspectress, Social Welfare*.—The duties and qualifications of the post being broadly similar to those of Sub-Inspectors and Sub-Inspectresses of Schools, we suggest the same pay scale as for Sub-Inspectors or Sub-Inspectresses of Schools.

(8) *Registrar, Government College of Arts and Crafts*.—This post is generally filled up by promotion of Clerks in the office. We suggest for it a pay scale of 200—10—300.

(ii) Engineering Branches

(9) The Government of India have, after examining the recommendations of the All-India Council of Technical Education, and in consultation with the Planning Commission, lately decided, for the sake of uniformity in all the States and in the Centre, that the pay scales of Teachers in Engineering Colleges with Post-Graduate courses would be as follows:—

Principal—Same scale as for the Chief Engineer of the Department of Public Works.

Professors in Senior Scale—Pay in the scale of Additional Chief Engineer, if any, and where there is no such post, pay as for Superintending Engineers of the Department of Public Works *plus* an allowance of Rs.250.

Other Professors—Same scale as for the Superintending Engineers.

Assistant Professors and Workshop Superintendents—Pay scale almost equal to that of Executive Engineers.

Lecturers—Pay scale as that of Assistant Engineers.

We are of the opinion that the numerous scales now in force in the Bengal Engineering College may with suitable adjustment be standardised on the pattern lately adopted by the Government of India, the pay scale of the Professors or Lecturers in subjects other than Engineering being the same as in the Arts or Science Colleges under Government.

Regarding Polytechnics with diploma courses, the Government of India's decision is as follows:—

Principal—Pay scale slightly higher than that of Executive Engineers under the Department of Public Works.

Heads of Departments—A short scale with the maximum pay slightly higher than that of Assistant Engineers.

Lecturers and Workshop Superintendents—Pay scales as for Assistant Engineers.

Senior Instructors—Pay scale almost equal to that of Lecturers in the Junior Education Service.

Junior Instructors—Pay scale almost equal to that of trained graduate teachers with Honours Degree, etc.

We suggest that the above principle be followed in this State with minor adjustments, and the pay scales fixed accordingly.

At the Headquarters Office, i.e., in the office of the Director of Public Instruction, there are a few posts with Degree in Engineering on the scale 500—750. This scale is but a segment of the time scale of the Assistant Engineers and we suggest that all these posts may be on the time scale of Assistant Engineers.

(iii) Victoria Boys' and Dow Hill Girls' Schools

(10) These schools were originally meant for the children of the European or Anglo-Indian Community. At present, Indian students are also admitted.

The posts of Bengal iMasters or Mistresses and also those of Physical Instructors are normally filled up by selection from the staff employed in other Government Institutions; but recruitment to posts in other subjects is made by selection of candidates from both inside and outside Government service.

The Head Master and the Head Mistress are the Members of the Senior Education Service. The teaching staff below them draw pay at varying rates, they being unequal in some cases for the men and the women teachers, although their duties are similar. This inequality in the pay scales is hardly justified.

Both the Institutions are residential and prepare candidates for Indian School Certificate Examination conducted by the Local Examiners' Syndicate of the University of Cambridge. The teaching staff in these schools have all along been paid at slightly better rates and we propose to follow the same pattern in the revised version also.

Besides, the medium of teaching in these Schools being English, we consider that a comparatively higher scale may be necessary for the English Masters in order to attract recruits of the right type. We accordingly propose to standardise the scales as follows:—

Name of the posts.	Existing Basic scale.	Proposed scale.
	Its.	Rs.
English Master, Victoria Boys' School	400—600	} 300—20—500—25—750.
English Master, Dow Hill Girls' High School.	350—500	
Victoria Boys' School—		
History Master	} 400—600	The same pay scale as for Lecturers in the West Bengal Junior Educational Service, viz., Rs.275—15—350—20—650, with higher initial pay as proposed in paragraph 3(I).
Geography Masters		
Science Master		
Mathematics Master		
Middle School Master	300—450	
Middle School Master	} 300—400	
Art Teacher		
Bengali Teacher	250—350	
Dow Hill Girls' School—		
History Master	} 350—500	
Geography Master		
Senior Bengali Mistress	300—400	
Science Mistress	} 275—375	
Mathematics Mistress		
Art Mistress	250—350	

Name of the posts.	Existing basic scale. Rs.	Proposed scale. Rs.
Victoria Boys' School—		
Preparatory School Masters ..	} 250—350	}
Middle School Masters..		
Dow Hill Girls' School—		
Preparatory School Mistress ..	} 250—350	} 225—10—325—15—475.
Junior Mistress of English ..		
Mistress of Domestic Science ..		
Kindergarten Mistress ..		
1st Music Mistress ..		
Victoria Boys' School—		
Music Master ..	} 200—300	} 200—10—400.
Dow Hill Girls' School—		
Music Mistress ..	}	
Victoria Boys' School—		
Vernacular Teacher ..	150—250	} For trained Graduates—Rs.175—7—245—8—325.
Dow Hill Girls' School—		
Junior Mistress of Vernacular Language.	250—350	} For trained Graduates with Honours or Master's Degree—Rs.200—10—400.
Victoria Boys' School—		
Physical Training Instructors and Games Master.	250—350	} With Bachelor's Degree and a diploma in Physical Education—Rs.175—7—245—8—325.
Dow Hill Girls' School—		
Physical Training Instructress and Games Mistres.	200—300	} With Honours or Master's Degree and Diploma in Physical Education—Rs.200—10—400.

Besides, there are 1 Steward and 2 Lady House Keepers on 200—250. We suggest for them the scale of 175—7—245—8—325.

We are informed that the Matrons, Houses Mistresses and Nurses are required to possess Nursing qualifications. We suggest that these posts may, if possible, be included in the "Nursing Cadre" under the Department of Health, and their pay scales fixed accordingly.

(iv) Government Tols

(11) *Teachers, Government Tols.*—The pay scale of these posts may be equated with that of trained Graduate Teachers in Government Schools.

4. Following the suggestions made above, and consistently with the principles adopted elsewhere, our recommendations regarding the revised pay scales of the Services or Posts in the annexed Table (No. 1) are given in column 7 of the said Table.

5. Table II (annexed) contains a statement showing the special pays attached to the different posts under the Department of Education. Our comment on them are as follows:—

Item 1.—We have elsewhere proposed that Joint or Deputy Headships when drawing pay in the Senior State Service should not be given any special pay. Following the said principle, we do not find any good reason for allowing the Assistant Directors the special pay of Rs.100 per month. We accordingly suggest that the special pay be withdrawn.

Items 2 and 3.—The Chief Inspectors are the Members of the Senior Education Service. The Inspectors just below being in the Education Service, we do not find any good ground for allowing the Chief Inspectors any special pay in addition. We, therefore, suggest that the special pays be withdrawn from all the Chief Inspectors.

Items 4 to 6.—The Teaching staff in Items 4 to 6 belong to the Senior Education Service. As observed earlier, the basic pay scales of the Teachers in the Senior Education Service are much higher than those adopted by the University Grants Commission. We do not find any reason to allow them any additional remuneration over their basic scales except in the case of the Principals who are required to do administrative duties, besides teaching. We accordingly suggest that the existing rates of special pays should continue in the case of the Principals, they being withdrawn from the others.

Item 7.—The Principals in Junior Basic Training Colleges, etc., draw pay in the scale of Lecturers in the Junior Education Service. As Lecturers below them are on the same basic scale, we consider that the special pay is justified and may continue.

Items 8 and 9.—There is a well-established principle that when an officer can do the duties of two or more posts efficiently for more than 6 months, the additional work is to be considered as but normal duty of the officer and no claim for additional allowance would arise. Following that principle, we suggest that the special pays of these two officers may be withdrawn.

Item 10.—In view of the higher scale suggested by us, there is no good reason to continue the allowance. We suggest that the special pay be withdrawn.

Item 11.—This allowance is paid to a Professor of the Presidency College for maintaining the accounts of the Trust Funds, etc. In our opinion, this allowance should continue but be fixed at the round figure of Rs.100 per month.

Item 12.—The grant of the Hostel Allowance is regulated by Education Department Order No. 2403-Edn., dated 26th March 1953, under which Hostel Superintendents and Assistant Superintendents do not draw more than Rs.50 and Rs.20 per month, respectively. But in the Presidency College, the Hostel Superintendent and Assistant Superintendent draw Rs.100 and Rs.40 per month, respectively, as Hostel Allowance. We suggest that all the allowances now in existence should be reviewed on the basis of the Education Department order referred to above and the special pays adjusted accordingly.

Items 13 to 19.—The allowances may continue, but we suggest that those in Items 13 to 17 be fixed uniformly at Rs.20 each per month.

TABLE I.
Statement showing the distribution of posts in the Department of Education among different scale of pay,
their number and the methods of recruitment
 (Chapter 32 paragraph 2.)

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scale.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	Rs.
I.—Administrative and /or Teaching Sections (other than in the Engineering institutes, Dow Hill Girls' and Victoria Boys' Schools and the Government Tols).							
GAZETTED							
I. Higher Education Service—							
Director of Public Instruction.	By direct recruitment or by promotion of officers on Rs.350—1,200.	1	..	1,800—2,000	263—263	2,063—2,263	1,800—100—2,000.
Other Officers.	.. By direct recruitment or by promotion from the Education Service.	79	11	350—1,200	70—210	420—1,410	400—40—1,000—50—1,250, direct recruits from outside Government service being allowed higher initial pay as proposed in paragraph 3(1).

(2) Education Service. . .	By direct recruitment or by promotion from Junior Education Service.	286	23	250—750	60—131	310—881	325—30—475—35—1,000 direct recruits from outside Government service being allowed higher initial pay as proposed in paragraph 3(1).
(3) Junior Education Service.	By direct recruitment	358	33	200—500	55—88	255—588	275—15—350—20—650, direct recruits from outside Government service being allowed higher initial pay as proposed in paragraph 3(1).
(4) District Officers, Physical Education.	Both by direct recruitment and by promotion of District Organiser on Rs.125—250.	12	4	200—450	55—79	255—529	250—15—550.

SUBORDINATE

(a) Teaching

Assistant Head Masters/ Assistant Head Mistresses, High Schools.	} Good Masters' degree or Honours degree with a First Class Degree or Diploma in Teaching and at least 3 years teaching experience.	..	30	300—400	65—70	365—470	350—25—525.
Head Master, Women Teachers' Training School.		..	1	300—400	65—70	365—470	350—25—525.
Lecturer in Bengali, Institute of Education for Women.*	} Good Master's degree or Honours degree with a First Class Degree or Diploma in Teaching and at least 3 years teaching experience.	..	1	300—400	65—70	365—470	350—25—525.
Teacher-in-charge of High Schools, Morning Session.		..	6	300—400	65—70	365—470	350—25—525.

*The scale is personal to the present incumbent. On her retirement it will be converted to a Gazetted Post of Lecturer.

Name of the service or posts.	Method of recruitment.	Number of posts. Perma. Temp- nent. rary.	Existing emoluments.			Proposed scale.
			Basic scale.	Dearness Allowance and Food Allowance.	Total.	
			Rs.	Rs.	Rs.	Rs.
Teacher of spoken English—						
(a) Graduates	5	200—450	55—79	255—529	250—15—550.
(b) Intermediates	5	150—250	50—60	200—310	175—7—245—8—325.
Kindergarten Mistress, Sakawat Memorial Girls' High School.	Bachelor's degree or Master's Degree and a Diploma in teaching with a recognised certificate or diploma in Kindergarten and Nursery training.	1	200—250	55—60	255—310	200—10—400.
Assistant Kindergarten Mistress, Sakawat Memorial Girls' High School.	Bachelor's Degree with a recognised certificate or Diploma in Kindergarten and Nursery training.	2	130—180	50—55	180—235	175—7—245—8—325.
Tailoring Mistresses, High Schools.	Good general education with proficiency in cutting, tailoring, sewing and needle work.	1	55—130	45—50	100—180	125—3—140—4—200.
Typewriting Instructor, Geonka College of Commerce.	3	70—150 110—150	45—50 50—50	115—200 160—200	125—3—140—4—200.
Music Teachers, High Schools.	Good general education and diploma in music.	8	70—150	45—50	115—200	125—3—140—4—200.

Drawing Masters, Drawing Mistresses, High Schools and Art and Craft Teachers.	..	33	70—150	45—50	115—200	Matric with a pass certificate from Government College of Art—Rs.150—3—250; Matric with practical experience only—Rs.125—3—140—4— 200.
Craft Teachers, Women Teachers' Training School.	..	2	100—225	45—60	145—285	Matric with a pass certificate from Government College of Art—Rs.150—3—250. Matric with practical experience only—Rs.125—3—140—4— 200.
Physical Instructor/ Physical Instructors, Government High Schools.	..	13	{ 100—225 130—350	{ 45—60 50—70	{ 145—285 190—420	{ With Bachelor's degree and diploma in Physical Educa- tion—175—7—245—9—325
Physical Instructor, Bengal Engineering College.	..	1	250—350	60—70	310—420	
Second Lecturer, Post- Graduate Training College for Physical Education, Banipore.	..	1	125—250	50—60	175—310	{ With Honours degree or Master's degree and diploma in Physical Education— 200—10—400.
Head Teacher, Experi- mental School, Banipore.	..	1				
Head Master, Junior Basic School, Kalimpong.	..	2	100—225	45—60	145—285	{ Trained Graduates in Arts and Science—175—7—245— 8—325.
Teacher, Junior Basic School, Hastings.	..					{ Trained Graduates with Ho- nours degree or Master's degree — 200—10—400.

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed Scale.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
Teacher-in-charge, School Experimental (Senior), Banipore.	Trained Graduates in Arts and Science.	..	1	100—225	45—60	145—285	Trained Graduates in Arts and Science—175—7—245—8—325.
Head Master, State Welfare Home, Dhanyakuria.		..	1				
Supervisor, Janata College, Banipore.		..	1				
Assistant Teachers, High Schools (Morning Section) and Assistant Mistresses, Women Teachers Training Schools.		..	54				
Head Mistress, Junior High Schools.		..	2				
Assistant Mistresses/Assistant Masters, High Schools.		..	570				Trained Graduates with Honours degree or Master's degree—200—10—400.
Head Master, Primary Training Schools, New Type.	Trained Graduates with Honours degree or Master's degree.	..	1	130—350	50—70	180—420	Trained Graduates in Arts and Science—175—7—245—8—325.
Teacher-in-charge, Junior Basic Training School, Hastings.		..	1	200—250	55—60	255—310	Trained Graduates with Honours degree or Master's degree—200—10—400

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emolument.			Proposed Scale.
		Perma- nent.	Tempo- rary.	Basic Scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	
Cooch Behar and Kalim- pong Junior Basic Training Colleges.	Under-Graduate candidates	..	1	55—130	45—50	100—180	125—3—140—4—200.
Assistant Teacher, Senior Basic Training College, Banipore.		..	2				
Assistant Teacher, State Welfare Home, Dhanyakuria.							
Teachers, Junior Basic School, Hastings.	Under-Graduate candidates	..	2	70—150	45—50	115—200	125—3—140—4—200.
Vernacular Teacher, High School, Morning Section.					
Vernacular Teachers, High Schools.	Under Graduate candidates	..	101	70—150	45—50	115—200	125—3—140—4—200.
Assistant Teacher, Experi- mental School (Senior), Banipore.	Under Graduate candidates	..	1	80—180	45—50	125—235	125—3—140—4—200.
Assistant Mistress/Masters, Junior High Schools.	Under Graduate candidates	..	8	70—150	45—50	115—200	125—3—140—4—200.
Classical Teachers, High Schools.	Under Graduate candidates	..	40	80—180	45—55	125—235	125—3—140—4—200.

(b) Inspectorate

Assistant Inspector, Social Welfare.	By direct recruitment of candidates with Honours degree.	..	1	200—450	55—79	255—529	As for Sub-Inspectors or Sub-Inspectress of Schools.
Assistant Inspectors and Assistant Inspectress.	By promotion of Sub-Inspectors or Sub-Inspectress of Schools.	36	20	300—400	65—70	365—470	350—25—525.
Sub-Inspectors and Sub-Inspectress of Schools.	Trained Graduates in Arts and Science.	198	118	{ 100—225 130—350	45—60	145—285	175—7—245—8—325.
	Trained Graduate with Honours degree or Master's degree.				50—70	180—420	200—10—400.

(c) General*(i) At Headquarters*

Technical Assistant (Senior), Office of Director of Public Instruction.	1	..	300—400	65—70	365—470	350—25—525.
Technical Assistant (Junior), Office of Director of Public Instruction.	By transfer of Sub-Inspector of Schools.	..	6	100—250	45—60	145—310	As for Sub-Inspectors of Schools.
Special Officer for Education of Backward Community.	By transfer of Sub-Inspectors of Schools.	..	1	200—250	55—60	255—310	As for Sub-Inspectors of Schools.
Head Readers, Text-Book Committee.	By promotion from Assistant Reader.	1	..	150—210	50—60	200—270	200—10—300.
Assistant Reader, Text-Book Committee.	By direct recruitment or by promotion of Clerks on Rs.50—100.	4	..	90—130	45—50	135—180	125—3—140—4—200.

Name of the services or posts.	Method of recruitment.	Number of posts		Existing emoluments.			Proposed scale.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	Rs.
				(ii) <i>Outside Headquarters</i>			
Research Assistant, David Hare Training College.	Master's Degree	..	4	150—300	50—65	200—365	200—10—400.
District Organiser, Physical Education.	By direct recruitment or by transfer of Physical Instructor.	17	..	125—250	50—60	175—310	(i) With Bachelor's degree and diploma in Physical Education—Rs.175—7—245—8—325. (ii) With Honours degree or Master's degree and diploma in Physical Education—200—10—400.
Registrar, Government College of Arts and Crafts.	By promotion from Head Clerks	1	..	200—250	55—60	255—310	200—10—300.
Calligraphists, Sanakrit College.	By direct recruitment	..	3	110—150	50—50	160—200	125—3—140—4—200.
Cataloguer, Presidency College.	By direct recruitment	..	1	90—130	45—50	135—180	125—3—140—4—200.
Instrument Keeper, Presidency College.	By direct recruitment	..	3	55—130	45—50	100—180	125—3—140—4—200.
	<i>Qualification.—I.Sc.</i>						
Atalique, Nawbab Bahadur Institution, Murshidabad.	By direct recruitment	..	1	70—150	45—50	115—200	125—3—140—4—200.
Mechanic, Goenka College of Commerce.	Ditto	..	1	55—130	45—50	100—180	125—3—140—4—200.

II.—ENGINEERING BRANCHES

(1) At Headquarters

Gazetted

Assistant Director of Technical Training.	By promotion of departmental officers in the Bengal Engineering College or by direct recruitment.	1	1	500—750	88—131	588—881	325—30—475—35—1,000.
Project Officer	Ditto	1	1	500—750	88—131	588—881	325—30—475—35—1,000.
Assistant Chief Inspector, Technical Training.	Ditto	2	..	500—750	88—131	588—881	325—30—475—35—1,000.

(2) Bengal Engineering College

Gazetted

Principal	By promotion	..	1	1,600—2,400	263—Nil	1,863—2,400	1,800—100—2,000.
Professors	Ditto	..	10	1,400—1,600	245—263	1,645—1,863	1,500—60—1,800.
Associate Professors	2	1,000—1,500	175—263	1,175—1,763	1,300—60—1,600.
Proctor	By promotion	..	1	1,100—1,250	193—219	1,293—1,469	1,100—60—1,400.
Associate Professors	7	1,000—1,250	175—219	1,175—1,469	1,100—60—1,400.
Superintendent, Workshop : Assistant Professors.	..	24	1	600—1,250	105—219	705—1,469	(a) If possessing a degree in Engineering — 700 — 50 — 1,250.
Professors	..	6	..	350—1,200	70—210	420—1,410	(b) If possessing a degree in a Non-Engineering subject—As for officers in the Senior Education Service, i.e., 400—40—1,000—50—1,250,

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scale.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
Associate Professors	Assistant			Rs.	Rs.	Rs.	
Reader	12	..	500—750	88—131	588—881	(a) If possessing a degree in Engineering— 325—30—475—35—1,000.
Chief Foreman						(b) If possessing a degree in a non-Engineering subject— As for Lecturer in the Junior Education Service— 275—15—350—20—650
Assistant Training Officer: Lecturers	26	4	400—750	70—131	470—881	(c) If possessing a diploma in Engineering— 200—10—400.
Assistant Lecturers	16	..	250—550	60—96	310—646	
Foreman Instructor	7	..	350—500	70—88	420—588	
Registrar, Bengal Engineering College.	By promotion of Deputy Registrar or other Officers in Bengal Engineering College.	1	..	500—750	88—131	588—881	650—25—900
Deputy Registrar, Bengal Engineering College.	By promotion of the Personal Assistant to the Principal or other Officers in the College.	..	1	350—600	70—88	420—688	400—25—450—30—600
<i>Subordinate</i>							
Demonstrator	26	200—250	55—60	255—310	200—10—400
Technical Assistants	250—300	60—65	310—365	200—10—400
Demonstrator	20	200—350	55—70	255—420	200—10—400
Associate Lecturer	1	200—350	55—70	255—420	200—10—400

Supervisor Instructor ..	Matric with apprentice Training in Mechanical Engineering for at least 3 years.	..	5	250—350	60—70	310—420	200—10—400
Analyst, Bengal Engineer- ing College.	By direct recruitment .. (Qualification — B Sc.)	1	..	100—225	45—60	145—285	175—7—245—8—325
Personal Assistant to Principal, Bengal Engineering College.	Filled up by promotion of Stenos.	1	..	200—350	55—70	255—420	300—20—400—25—450
Chief Steward, Bengal Engineering College.		1	..	130—180	50—55	180—235	200—10—300.
Photographer and Micro- filter Reader, Bengal Engineering College.	By direct recruitment ..	1	..	110—150	50—50	160—200	125—3—140—4—200.
Steward, Bengal Engineering College.	By promotion from Lower Divi- sion Clerk.	2	..	90—130	45—50	135—180	125—3—140—4—200.
Litho Printer, Bengal Engineering College.	By direct recruitment ..	1	..	80—180	45—55	125—235	125—3—140—4—200.
Pressman, Bengal Engineering College.	By direct recruitment .. Qualification.—Matriculate with certificate of Litho- graphy.	1	..	70—150	45—50	115—200	125—3—140—4—200.
Printer-Computer, Bengal Engineering College.	By direct recruitment ..	2	..	70—150	45—50	115—200	125—3—140—4—200.

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scale.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	
(3) Polytechnic School, Asansol							
<i>Gazetted</i>							
Principal ..	By direct recruitment	1	..	600—1,200	105—210	705—1,410	1,100—60—1,400.
Head of Department (Mining).	By direct recruitment or by promotion of Lecturers.	1	..	600—1,000	105—175	705—1,175	700—50—1,250.
Lecturer, Mining	By direct recruitment <i>Qualification</i> .—Degree in Mining.	3	..	250—850	60—149	310—999	(a) If possessing a degree in Engineering—325—30—475—35—1,000.
Senior Lecturer	By direct recruitment <i>Qualification</i> .—Degree in Civil Engineering.	3	..	350—750	70—131	420—881	(b) If possessing a degree in a non-Engineering subject—As for Lecturers in the Junior Education Service—275—15—350—20—650.
Junior Lecturer	By direct recruitment <i>Qualification</i> .—Degree in Civil Engineering.	5	..	300—400	65—70	365—470	(c) If possessing a diploma in Engineering—200—10—400.
<i>Subordinate</i>							
Lecturer and Demonstrators.	Second Class Master's degree in respective subjects.	..	6	200—450	55—79	255—529	200—10—400.
Instructor	} Diploma in Engineering	..	2	275—400	65—70	340—470	200—10—400.
Foreman		..	1				

Demonstrators	..	Degree in respective subjects	4	150—300	50—65	200—365	Trained Graduates—{75—7— 245—8—325. Trained Graduates with Honours or Master's degree—200—10 —400.
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(4) Government Schools

<i>Gazetted</i>								
Lecturers in Engineering	..	By direct recruitment	..	8	2	250—850	60—149	310—999 325—30—475—35—1,000.
<i>Subordinate</i>								
Teachers in Engineering, Government High Schools.	..	Qualification.—Overseers	2	150—300	50—65	200—365 200—10—400.

III.—VICTORIA BOYS' AND DOW HILL GIRLS' SCHOOLS

Victoria Boys' School

English Master	..	By direct recruitment	..	1	..	400—600	70—105	470—705 300—20—500—25—750.
History Master	..	Ditto	..	1	..	400—600	70—105	470—705
Geography Master	..	Ditto	..	1	..			
Science Master	..	Ditto	..	1	..			
Mathematics Master	..	Ditto	..	1	..			
Middle School Master	..	By direct recruitment and by promotion.	..	1	..	300—450	65—79	365—529
Middle School Master	..	Ditto	..	1	..	300—400	65—70	365—470
Art Teacher	..	Ditto	..	1	..			
Bengali Teacher	..	By direct recruitment	..	1	..	250—350	60—70	310—420

As for Lecturers in the Junior Education Service (i.e., 275—15—350—20—650).

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		Proposed scale.
		Perma- nent.	Tempo- rary.	Basic Scale.	Dearness Allowance and Food Allowance.	
				Rs.	Rs.	Rs.
Dew Hill Girls' School						
English Master	.. By direct recruitment	350—500	70—88	300—20—500—25—750.
History Master	.. By direct recruitment	350—500	70—88	420—588
Geography Master	.. Ditto	350—500	70—88	420—588
Senior Bengali Mistress	.. Both by direct recruitment and by promotion.	300—400	65—70	365—470
Science Mistress	.. By direct recruitment	275—375	65—70	340—445
Mathematics Mistress	.. Ditto	250—350	60—70	310—420
Art Mistress	.. Ditto	250—350	60—70	310—420
Victoria Boys' School						
Preparatory School Mas- ter.	.. By direct recruitment	250—350	60—70	310—420
Middle School Master	.. Ditto	250—350	60—70	310—420
Dew Hill Girls' School						
Preparatory Mistress.	.. School By direct recruitment	250—350	60—70	310—420
Junior Mistress of English	.. Ditto	250—350	60—70	310—420

As for Lecturers in the Junior Education Service (i.e., 275—15—350—20—650).

Mistress of Domestic Science.	1	..	250—350	60—70	310—420	225—10—325—15—475.
Kindergarten Mistress	2	..	250—350	60—70	310—420	225—10—325—15—475.
First Music Mistress	1	..	250—350	60—70	310—420	225—10—325—15—475.
Victoria Boys' School								
Music Master ..	By direct recruitment	..	1	..	200—300	55—65	255—365	200—10—400.
Dow Hill Girls' School								
Music Mistress ..	By direct recruitment	..	1	..	200—300	55—65	255—365	200—10—400.
Victoria Boys' School								
Vernacular Teacher	1	..	150—250	50—60	200—310	Trained Graduate in Arts and Science—175—7—245—8—325.
								Trained Graduates with Honours Degree or Master's Degree—200—10—400.
Dow Hill Girls' School								
Junior Mistress of Vernacular Language.	By direct recruitment	..	1	..	250—350	60—70	310—420	Trained Graduates in Arts and Science—175—7—245—8—325.
								Trained Graduates with Honours Degree or Master's Degree—200—10—400.

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scale
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs	Rs	Rs	Rs
Victoria Boys' School							
Physical Training Instructor and Games Master.	By direct recruitment	1	..	250—350	60—70	310—420	With Bachelor's degree and a diploma in Physical Education—175—7—245—8—325.
Dow Hill Girls' School							
Physical Training Instructor and Games Mistress.	By direct recruitment	1	..	200—300	55—65	255—365	With Honours degree or Master's degree and a diploma in Physical Education—200—10—400.
Subordinate Service							
Lady House Keeper, Victoria Boys' School.	1	..	200—250	55—60	255—310	175—7—245—8—325.
Lady House Keeper, Dow Hill Girls' School.	1	..	200—250	55—60	255—310	175—7—245—8—325.
Steward, Victoria Boys' School.	1	..	200—250	55—60	255—310	175—7—245—8—325.
Matron, Victoria Boys' School.	3	..	150—210	50—60	200—270	To be included in the Nursing staff under the Department of Health.
House Mistress, Dow Hill Girls' School.	6	..	150—210	50—60	200—270	

		Central Hospital			
Matron, Dow Hill Girls' School,	1	..	300—400	65—70
Nurse, Dow Hill Girls' School,	2	..	200—250	55—60
					385—470
					255—310

To be included in the Nursing staff under the Department of Health.

IV.—GOVERNMENT TOLS

			<i>Gazetted</i>			
Inspectors of Tols	..	By direct recruitment or by promotion from the Subordinate Service.	1	1	200—450	55—79
						255—529
						250—15—550.
Teachers, Tols.	Government	Tirthas with 10 years' experience in a recognised Tol.	..	14	200—250	55—60
						255—310
						175—7—245—8—325.

TABLE II

Statement of Special Pays under the Department of Education

(Chapter 32, paragraph 5.)

Name of the post.	Number of post.	Amount of Special pay.	Reason for granting the same.
Rs.			
(1) Assistant Directors ..	3	100 each.	For arduous nature of duty.
(2) Chief Inspector, Technical Education.	1	(i) 100 per month. (ii) 50 per month.	(i) For arduous nature of duty. (ii) As Secretary of the State Council for Engineering and Technical Education.
		150 per month.	
(3) Other Chief Inspectors ..	6	100 each.	For arduous nature of duty.
(4) Principal, Presidency College.	1	200 per month.	Principal's allowance (for arduous nature of duty.)
(5) Principals of—			
(a) Post-Graduate Basic Training College, Banipore.	1	100 per month each.	Principal's allowance (for arduous nature of duty.)
(b) David Hare Training College.	1		
(c) Hooghly Training College	1		
(d) Post-Graduate Training College for Physical Education.	1		
(e) Moulana Azad College ..	1		
(f) Bethune College ..	1		
(g) Sanskrit College ..	1		
(h) Lady Brabourne College	1		
(i) Goenka College of Commerce.	1		
(j) Government College of Arts and Crafts.	1		
(k) Cooch Behar, Darjeeling, Hooghly Mohsin College, Chandernagore, Taki, Krishnagore, Jhargram and Barasat Government Colleges.	8		

Name of the post.	Number of post.	Amount of Special pay.	Reason for granting the same.
		Rs.	
(6) Heads of Departments of English, Bengali, etc., in the following Colleges—			
(a) Presidency College ..	14	75 per mensem each.	For arduous nature of duty.
(b) Moulana Azad College	12	}	
(c) Bethune College ..	9		
(d) Sanskrit College ..	2		
(e) Lady Brabourne College	10		
(f) Cooch Behar Victoria College.	6		
(g) Jhargram Raj College ..	2		
(h) Barasat Government College.	2		
(i) Taki Government College	1		
(j) Hooghly Mohsin College	8		
(k) Krishnagore College ..	9		
(l) Darjeeling Government College.	9	}	50 each.
(m) Chandernagore College	1		
(7) Principals of—			
(a) Junior Basic Training College and Experimental School, Banipore.	1	}	50 each.
(b) Junior Basic Training Colleges in Districts.	11		
(c) Primary Training School, Purulia.	1		
(8) Principal, Bengal Engineering College.	1	150 per mensem.	For superintending Shibpore Polytechnic.
(9) Professor, Electrical Engineering, Bengal Engineering College.	1	250 per mensem.	As an Officer on Special Duty in Durgapore Engineering College.
(10) Head of the Department of Mining, Polytechnic School, Asansol.	1	200 per mensem.	For arduous nature of duty.
(11) Professor, Presidency College.	1	100 per mensem.	For working as Bursar.

Name of the post.	Number of post.	Amount of Special pay. Rs.	Reason for granting the same.
(12) Hostel Superintendents—			
(a) Professor or Lecturer, Presidency College.	1	100 per mensem.	As Superintendent of Hostel.
(b) Assistant Professor, Hooghly Training College.	1	20 per mensem.	Ditto.
(c) Lecturer, Post-Graduate Training College, Banipore.	1	20 per mensem.	Ditto.
(d) Assistant Master, Uttarpara Government School.	1	20 per mensem each.	As Superintendent of Hostel.
(e) Assistant Master, Hooghly Collegiate School.	1		
(f) Principal, Jhargram Raj College.	1		
(g) Principal, Janata College, Kalimpong.	1		
(h) Assistant Professor, Cooch Behar Victoria College.	1		
(i) Teacher, Junior Basic Training College, Cooch Behar.	1		
(j) Assistant Professor, Hooghly Mohsin College.	1		
(k) Demonstrator, Hooghly Mohsin College.	1		
(l) Assistant Master, Hooghly Madrasah.	1	25 per mensem.	As Superintendent of Hostel.
(m) Principal, Janata Colleges	2	20 per mensem each.	Ditto.
(n) Assistant Professor, Taki Government College.	1	20 per mensem.	As Superintendent of Hostel.
(o) Teacher, Darjeeling Government High School.	2	7.50 nP	Ditto.
(p) Assistant Teacher, Bankura Zilla School.	1	7.50 nP each.	Ditto.
(q) Assistant Master, Benode Manjuri Girls' School.	1		
(r) Assistant Master, Sunity Academy, Cooch Behar.	1		
(s) Professor and Lecturer, Presidency College.	1	40 per mensem.	As Assistant Superintendent of Hostel.
(t) Vernacular Teacher, Hooghly Madrasha.	1	15 per mensem.	Ditto.

Name of the post.	Number of posts.	Amount of special pay.	Reasons for granting the same.
		Rs.	
(13) Assistant Master, Barasat Government High School.	1	20 per mensem.	As Career Master.
(14) Assistant Head Master, Bankura Zilla School.	1	20 per mensem.	Ditto.
(15) Assistant Master, Cooch Behar Government High School	1	50 per mensem.	For teaching drill to the N. C. C.
(16) Assistant Master, Barasat Government High School.	1	20 per mensem.	For teaching Science.
(17) Assistant Master, Barasat Government High School.	1	20 per cent. of basic pay.	For working as Librarian in addition.
(18) Teacher-in-charge, Nursery School, Banipore.	1	10 per mensem.	For arduous nature of duty.
(19) District Organisers of Physical Education.	10	10 each.	As Youth Welfare Council allowance.

CHAPTER 33

Estate Acquisition and Settlement

The superintendence and control of Estate Acquisition as well as Settlement rest with the Board of Revenue. The staff employed for the purpose are as follows:

- (a) Estate acquisition and compensation payment work—There is in each district an Additional Collector in overall charge of the organisation. Under him the hierarchy is as follows:—
 - (i) Divisions and Subdivisions—The Land Reforms Officers are in charge. Out of a total strength of about 52 such officers, 5 are on the scale 250—850 and the rest on 200—450.
 - (ii) Circles—Their jurisdiction is generally coterminous with a thana. A Junior Land Reforms Officer is in charge of a Circle with a Circle Inspector below him. The pay scales of the Junior Land Reforms Officers and of the Circle Inspectors are the same as those of Settlement Kanungos, Grade I (125—250) and Grade II (80—180), respectively; and
 - (iii) Tahsil Blocks—Each Block is in charge of a Tahsildar who draws an allowance of Rs.27 per month together with commission on collection at graded rates.

In the Compensation Payment Branch, there are only the District and Subdivisional Compensation Officers—almost all of them being on the scale 200—450.

All the above officers are non-Gazetted.

- (b) Settlement—The Director of Land Records and Surveys is in charge of Settlement work. Under him there are Officers deputed from the cadres of the West Bengal Civil Service and the West Bengal Junior Civil Service and Special Revenue Officers (3 on 250—850 and 166 on 200—450) recruited from the surplus staff of the Department of Food, Relief and Supplies. They are the Charge Officers or the Assistant Settlement Officers.

There are also—

- (i) Assistant Survey Officers on 200—250, appointed by promotion of Settlement Kanungos; and
- (ii) Kanungos on three different scales 125—250, 100—200, and 80—180, the minimum recruitment qualification being either—
 - (a) Matriculation with pass certificate from the Bandel Survey School; or
 - (b) Intermediate (in Arts or Science) with a practical training of about 9 months in the Bandel Survey School after recruitment.

The Kanungos on 100—200 were previously designated “District Kanungoes,” but at present majority of them are employed, along with the Settlement Kanungos on 125—250 and 80—180, in Estate Acquisition work. For convenience, we have dealt with all these establishments together.

Besides the above, there is in each district a staff consisting of Revenue Officers on 100—200 and Assistant Revenue Officers on 55—130 for collection of loans distributed under the orders of the different departments of Government.

2. The statement below shows (1) the total land revenue receipts, and (2) the total collection charges during the last three years from 1959-60:

STATEMENT

[The figures are in crores of rupees.]

Years.	Revenue Receipts.	Collection charges.
1959-60	5.04	4.31
1960-61 (Revised) ..	6.70	5.15
1961-62 (Budget) ..	8.07 (including arrears)	4.21

In the memorandum submitted to the Finance Commission, Government has estimated that the receipts in future will be of the order of 5.75 crores and the collection charge in the neighbourhood of about Rs.3 crores.

It will be noticed from the above statement that in the past, the collection charge has represented more than 80 per cent. of the receipts. According to the estimate submitted to the Finance Commission, the collection charge is about 55 per cent. of the receipts. The collection charge is too high in comparison with the collection charges in other revenue earning departments. The staff requirements of this organisation and other allied matters thus require a very careful examination by Government. In the absence of data it has not been possible for us to undertake the examination. We suggest that such an examination be undertaken as soon as possible through a suitable agency. Regarding the pay scales of the posts, our comments are as follows:

- (a) Land Reforms Officers—The duties of these officers are now mainly collection. They are non-Gazetted; but enjoy all the powers of "Drawing and Disbursing" Officers under special sanction of Government. For such duties, we do not think that the officers whether in the District Headquarters or in the Subdivisions need have a scale higher than 250—15—550 and we recommend accordingly.
- (b) Junior Land Reforms Officers and Circle Inspectors—As they are paid in the same time scales as those of Kanungos in Grade I (125—250) and Grade II (80—180), we have considered their cases along with the pay scales of the Kanungos.
- (c) Tahsildars—The Estate Acquisition Act provides for the collection work being done in future through the agency of the Panchayats. At present, the collection work is primarily in the hands of the Tahsildars and we consider that the existing system of paying them a fixed pay plus a commission on collection should continue.
- (d) District and Subdivisional Compensation Officers—Like the Land Reforms Officers the pay scales of these posts should be in the scale 250—15—550.
- (e) Special Revenue Officers in Settlement—Previously, such staff were found on deputation from the cadres of the West Bengal Civil Service and the West Bengal Junior Civil Service. In the last settlement, the settlement work was simultaneously taken up in all the districts. The number of officers in the deputation reserves of the said two services being insufficient, recourse had to be taken to recruit men from outside. We thus believe that

in future, it would be possible to have men for such posts on deputation from the West Bengal Civil Service and the West Bengal Junior Civil Service; but as long as the existing incumbents are in service, we propose for them pay scales of 300—30—900 and 250—15—550 against their present scales 250—850 and 200—450 respectively.

- (f) **Kanungos**—It has been suggested to us that the three grades of the Kanungos should be unified. We suggest for them two grades—one for those on the present pay scales 125—250 and 100—200 and the other for those on 80—180. Having regard to their duties and responsibilities and other allied matters, we suggest that the Kanungos on 125—250 and 100—200 should be on the scale 175—7—245—8 325 and those on 80—180 on the scale 125—3—140—4—200.

Regarding the Assistant Survey Officers who are all promoted Kanungos, we suggest the scale 250—15—400.

- (g) **Loan collection staff**—For these staff, we propose the same scales as for the Kanungos, viz.,—

Revenue Officers 175—7—245—8—325

Assistant Revenue Officers .. 125—3—140—4—200

7. The number of men employed in Settlement is not inconsiderable. They are all temporary and we have been informed that their future is uncertain. We also understand that in Settlement, there are staff who have rendered more than 20 or 23 years' service, and are still temporary. We consider that this system of retaining a large number of employees for years together without any security in tenure is not desirable. We accordingly suggest a review of the existing strength of the Settlement staff and to absorb as many of them as possible either within the department itself or outside it.

CHAPTER 34

Excise

The control and direction of the Excise administration rests with the Commissioner of Excise, assisted by Deputy Commissioners, Superintendents, Inspectors and a host of subordinate officers.

(a) *Gazetted Posts*

2. Recruitment to the posts of Superintendents in the Excise Service and to those of Inspectors in the Junior Excise Service is made partly by direct recruitment through the competitive examination for recruitment to the West Bengal Civil Service (Executive) and allied services and partly by promotion. The percentage of promotion to the vacancies in the said services and the services from which such promotions are made, are as follows:

Services.	Percent- age.	Services from which promotions are made.
Excise Service—		
Superintendents of Excise ..	50	Junior Excise Service.
Junior Excise Service ..	50	Sub-Inspectors of Excise.

The posts of Deputy Commissioners of Excise are promotion posts for the Superintendents of Excise. Recruitment to the post of Commissioner of Excise is made either by transfer of officers in the Indian Administrative Service or by promotion of the Deputy Commissioners.

The post of Excise Prosecutor may be held by an Inspector of Excise with legal acumen or by a Lawyer recruited from outside.

3. The pay scales of the staff together with the amount of Dearness Allowance are as follows:

Name of the service or posts.	Number of posts.		Existing emoluments.		
	Per- ma- nent.	Tem- po- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Ra.	Ra.	Ra.
1. Commissioner of Excise—	1				
(a) When held by an Officer in the Indian Administrative Service.			800—1,800 <i>plus</i> special pay of Rs.250 per month.	50—Nil	1,100—2,050
(b) When held by a promoted Deputy Commissioner of Excise.			1,300—1,600	228—263	1,528—1,863
2. Excise Service—					
(a) Deputy Commissioners of Excise.	2	..	550—1,200	96—210	646—1,410
(b) Superintendents of Excise	23	..	250—850 Selection Grade 3 per cent. on Rs.1,000.	60—149	310—999
3. Junior Excise Service—					
Inspector of Excise ..	68	14	200—450 Selection Grade 3 per cent. on Rs.500.	55—79	255—529
4. Excise Prosecutor—	1				
(a) When held by an Inspector of Excise.			Grade pay <i>plus</i> Special Pay of Rs.50.		
(b) When held by a Lawyer ..			On Retainer's fee only.		

The question of pay and allowances of Officers in the Indian Administrative Service are outside our purview. We have, thus, refrained from making any suggestions regarding the pay and allowances of the Commissioner of Excise, when held by an Indian Administrative Service Officer.

4. As in the case of Civil Service (Executive), promotion from the Junior Excise Service to the Senior Excise Service or from the Sub-Inspectors of Excise in the Subordinate Service to the Junior Excise Service is made to 50 per cent. of the vacancies and not of the posts in the Higher Service. The Association representing the "Excise Service" has complained of the smaller prospects of promotion and has asked for reservation of 50 per cent. of the posts in the cadre of the Senior and the Junior Excise Service for the promotees.

The cadre strength of the services as follows:

			Perma- nent.	Tempo- rary.
Excise Service—				
Deputy Commissioners of Excise	2	..
Superintendents of Excise	23	..
Junior Excise Service—				
Inspectors	68	14

It is pointed out that with these cadre strengths the prospects of promotion are necessarily lower than in the Executive services and very much lower than in the Judicial service. The structure and cadre strength of different services must depend on the nature of work and the requirements of the services and cannot be altered with the object of having a common a priori pattern of prospects of promotion for everybody. In the present cases Inspectors can look forward for promotion to posts of Superintendents and Superintendents can look forward to two posts of Deputy Commissioners and one post of Commissioner. The figures are based on the present composition of the cadres. Chances are not, therefore, unreasonable. It has been pointed out to us that there occurs at the moment a rather serious block in promotion in view of the fact that a very large proportion of the cadre had to be recruited en-bloc after partition. It has been suggested that promotion to 50 per cent. of the cadre posts instead of to 50 per cent. of the vacancies only would help relieve this promotion block. In view of these special circumstances, the promotion quota may be calculated on the basis of the cadre (and not of the vacancies). A slightly higher proportion of promotion is not likely to be harmful in a specialised service where in-service training and experience are more important than individual aptitude.

5. The existing emoluments of the Superintendents of Excise in the Excise Service and of the Inspectors of Excise in the Junior Excise Service are Rs.250—850 and Rs.200—450 respectively. Consistently with the general principle adopted by us, we recommend for the Excise Services pay scales as follows:—

Superintendents of Excise	.. 325—30—475—35—1,000
Inspectors of Excise	.. 250—15—550

Regarding the pay scales of the Deputy Commissioners of Excise and the Excise Commissioner (when held by a promotee), we are to observe that the existing emoluments are almost the same as those of Executive and Superintending Engineers in the "Engineering Establishment" under Government. Following the pay scales which we have recommended for them, we suggest as follows:—

	Rs.
Commissioner of Excise . .	1,300—60—1,600
Deputy Commissioner of Excise	700—50—1,250

For the Excise Prosecutor, we suggest pay in the scale of an Inspector of Excise *plus* a special pay of Rs.50. The question of Retainer's fee for the Excise Prosecutor when held by a Lawyer is outside the scope of our enquiry.

(b) *Subordinate Executive Posts*

6. The designation of the posts, their number, pay scales, etc., are as follows:

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tom- po- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
Sub-Inspectors of Excise.	85 per cent. of the posts are filled up by direct recruitment and 15 per cent. by promotion of Petty Officers.	245	55	100—175	45—55	145—230
Petty Officers	40 per cent. by promotion of Excise Peons and 60 per cent. by direct recruitment.	147	39	35—50	35—35	70—85

The Administrative Department have suggested that the pay scales of the Excise Sub-Inspectors should be at par with that of the Sub-Inspectors of Police, as their duties are analogous. They have also observed that the staff are responsible for collection of Excise revenues in addition. Tracing the past history we find that prior to 1931, the Sub-Inspectors of Excise and the Sub-Inspectors of West Bengal Police used to draw pay in the same time-scale. In the general revision of 1934 having effect from July 1931, the pay scales of all the posts under Government (including the pay scales of Sub-Inspectors of Excise) were reduced in view of the sharp decline in the cost of living; but in the Police Establishment, there was no general reduction—particularly in the lower ranks. The parity, which was broken at the bottom of the economic depression, may be restored now. We therefore, recommend for the Sub-Inspectors of Excise a pay scale of 175—7—245—8—325, i.e., the scale which we have recommended elsewhere for the Sub-Inspectors of West Bengal Police.

Regarding the pay scale of the Petty Officers, we suggest the scale 80—1—85—2—105, which we have recommended elsewhere for posts now on the equivalent rates of pay.

7. *Special Pays*.—The following posts in the Excise administration carry special pays at the rates shown against each :—

Name of the posts.	Amount of Special Pay.	Reasons for granting the special pay.
	Rs.	
Special Superintendent of Excise, Calcutta.	50 per month.	For administration of Molasses Control Act, 1949, as amended.
Superintendent of Excise, Murshida- bad.	25 per month.	For extra work in connection with "Ganja" cultivation and for super- vision of the Central Ware House in Murshidabad.
Inspector of Distilleries, Calcutta ..	30 per month.	For administration of the Molasses Control Act, 1949 as amended.

The special pays are justified and may continue.

The question of Special Pay of the Personal Assistant to the Commissioner of Excise has been dealt with in a separate Chapter covering the pay scales of the "Personal Assistants under Heads of Departments." We have not, therefore, made any comments here.

CHAPTER 35

Fire Service

Prior to April, 1950, there were three different Fire Fighting Organisations in the State, viz.,—

- (1) Calcutta Fire Brigade with jurisdiction over the municipal limits of Calcutta, Howrah and Garden Reach. It was a non-Government Organisation financed by the Calcutta Corporation, and other Municipalities in the area but controlled by the Commissioner of Police, Calcutta;
- (2) Auxiliary Fire Service with its area generally restricted to the industrial belt of Calcutta; and
- (3) Bengal Fire Service having jurisdiction over the remaining parts of the State.

The last two organisations were created during the World War II and were directly under the management of Government. With the enactment of the West Bengal Fire Services Act, 1950 (West Bengal Act No. XVIII of 1950), all the above organisations were unified and brought under one headship under the direct control of Government.

2. The main functions of the organisations are to fight out-breaks of fires in areas within its jurisdiction and to issue, after proper investigation, licences to Warehouses used for storage of inflammable articles. Fire Service personnel are also employed on certain special services, some of which are:—

- (a) Work for pumping out water from water-logged areas, tanks, etc.
- (b) Stand-by duties at exhibitions, puja pandals, etc.
- (c) Repairing fire-hoses for private parties.
- (d) Assisting the police in rescue work.
- (e) Destroying films rejected by distributors or private parties.
- (f) Removing overhead sign-boards constituting public danger and so on.

3. The annexed Table shows the distribution of staff among the different scales, their number and also the method and qualifications of recruitment. It will be noticed that, except in the posts of Fireman which are filled up exclusively by direct recruitment, recruitment to most other posts is either direct or by promotion.

There is hardly any scope of acquiring outside the organisation the type of experience required of a candidate for the operational posts in the Fire Service. We understand that as a result, when vacancies are advertised, the officers serving in the lower grades are allowed to apply for posts in the higher grades and selection is generally made from among them. The alternative provision for direct recruitment thus becomes practically meaningless. We accordingly recommend that appointment to the operational posts should be made wholly by promotion. In the post of Assessing and Legal Officer, recruitment is entirely direct and should continue to be direct.

4. Since 1950, the pay scales of most of the operational staff were revised more than once, the last revision being made in 1958 on the basis of a Tribunal Award. Compared with Government servants in other offices, the staff has thus been more generously treated and the last revision is quite

recent: nevertheless we suggest for them, consistently with the principles adopted elsewhere, revised pay scales as follows:—

			Rs.
Director	1,100—60—1,400.
Deputy Director	650—25—900.
Divisional Fire Officer	} 400—25—450—30—600.
Equipment Officer	
Chief Engineer	
Station Officer	} 300—20—400—25—450.
Fire Protection Officer	
Training Officer	
Sub-Officer	} 200—10—300.
Mobilising Officer	
Leader	110—4—170.
Fireman	100—3—136—4—140.

For the Assessing and Legal Officer we suggest a scale of 250—15—550

TABLE
Statement showing the distribution of staff in the Establishment of Fire Service among the different scales of pay, their number and the methods of recruitment

(Chapter 35, paragraph 3.)

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Gazetted						
Director	.. By selection or promotion of Deputy Director.	1	..	1,000—1,250	175—219	1,175—1,469
Deputy Director	.. By selection or by promotion of Divisional Fire Officer and Equipment Officer.	1	..	500—750	88—131	588—881
Divisional Fire Officer	.. By selection or by promotion of Station Officer	4	..	300—500	65—88	365—588
Equipment Officer	.. By selection or by promotion of Station Officer.	1	..	300—500	65—88	365—588
Chief Engineer	.. By selection or by promotion of Departmental Officers.	1	..	300—500	65—88	365—588
Assessing and Legal Officer	.. By selection of law graduates with at least 3 years' experience at the bar and practical experience in valuation of properties.	1	..	300—500	65—88	365—588

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Non-Gazetted						
Station Officer	.. By promotion of Sub-Officer	33	..	200—350	55—70	255—420
Fire Protection Officer	.. Ditto	2	2			
Training Officer	.. Ditto	1	..			
Sub-Officer	.. 75 per cent. by promotion of Leaders and 25 per cent. by direct recruitment.	40	..	150—225	50—60	200—285
Mobilising Officer	.. Ditto	12	..			
Leader	.. By promotion of Firemen	73	..	75—115	45—50	120—165
Firemen	.. By direct recruitment	904	..	55—90	45—45	100—135

CHAPTER 36

Fisheries

For the development of inland, estuarine and coastal fisheries of the State, Government in its Department of Fisheries, maintains a supervisory staff, both Gazetted and Subordinate.

(a) *Gazetted*

The posts and the pay scales in this field are—

Name of the posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs..	Rs.
Director of Fisheries ..	1	..	1,000—1,350	175—236	1,175—1,586
Assistant Director of Fisheries	1	..	250—750 <i>plus</i> Special Pay of Rs.150.	70—158	470—1,058
Special Officer, Grow More Food Scheme.	..	1	250—750 <i>plus</i> Special Pay of Rs.75.	70—144	395—969
Technical Officer-in-charge, Scheme for Production of Shark Liver Oil, etc.	..	1	250—750	60—131	310—881
Fisheries Service—					
Superintendents of Fisheries	8		250—750	60—131	310—881

2. Fifty per cent. of the posts in Fisheries Service (i.e., the Superintendents of Fisheries) are filled up by direct recruitment and the remaining 50 per cent. by promotion of District Fishery Officers in the Subordinate Fisheries Service, Class I.

Recruitment to the post of Technical Officer-in-charge, Scheme for production of Shark Liver Oil, etc., is entirely direct. Candidates must be M.Sc. in any branch of Chemistry with adequate background of Bio-Chemistry. Adequate experience in fish processing and preservation is essential. The maximum age limit is 40.

All the other posts mentioned above are normally filled up by promotion of the Superintendents of Fisheries in the Fisheries Service, direct recruitment being made under special circumstances.

3. We are informed that the Assistant Director of Fisheries was allowed pay in the scale 700—1,200 in the pre-partition days; but it was reduced to 250—750 *plus* a Special Pay of Rs.150 in the revision of 1950. Recruitment difficulty in the post of Technical Officer-in-charge has also been reported to us.

4. The cadre of the Superintendents of Fisheries is now 11—8 permanent and 3 temporary. Of the three topmost posts to which the Superintendents may be promoted, two are on the time-scale of the Superintendents of Fisheries *plus* special pay. Direct recruitment is also made to the posts.

The Assistant Director of Fisheries may appropriately be given the time-scale which we have proposed for the Higher Agricultural Service, Higher Veterinary Services, etc., the special pay now admissible in the post being withdrawn. Regarding the post of Special Officer, Grow More Food Scheme, we do not find any justification for attaching a special pay to the post. It should, in our opinion, be included in the cadre of the Superintendents of Fisheries without any special pay.

The post of Technical Officer-in-charge has long been vacant and the work is being carried out satisfactorily by a District Fishery Officer in the Subordinate Fisheries Service, Class I, on his grade pay *plus* a special pay of Rs.50. We suggest that this arrangement should continue and the post of Technical Officer-in-charge abolished.

We accordingly recommend the following time-scales for the posts:—
Fisheries Service—

Superintendents of Fisheries	.	} 300—30—900.
Special Officer, Grow More Food Scheme	.	
Assistant Director of Fisheries	.	400—40—1,000—50—1,250.
Director of Fisheries	..	1,100—60—1,400.

(b) *Subordinate Executive posts*

5. The distribution of posts among the different scales, their numbers and the methods of recruitment are as follows:—

Name of service or posts.	Method of recruitment.	Number of posts.		Present emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Subordinate Fishery Service, Class I—						
District Fishery Officers.	60 per cent. by direct recruitment and 40 per cent. by promotion from Subordinate Fishery Service, Class II. <i>Qualification.—For direct recruitment —Degree in Science.</i>	26		150—300	50—65	200—365
Subordinate Fishery Service, Class II—						
Assistant Fishery Officers.	By direct recruitment. Minimum qualification—I.Sc. with Physics, Chemistry and Biology.	65		80—180	45—55	125—235

It has been suggested to us that the posts of District Fishery Officers should be declared Gazetted and their pay scales raised to that of the Junior State Services in other Departments. The Officers already enjoy all the

powers of the "drawing and disbursing" officers under special sanction of Government and we do not find any adequate justification for conferring on them Gazetted status. As to their pay scales, we consider that having regard to their recruitment qualifications and also to the pay scales of comparable posts in other offices a pay scale of 200—10—400 will be appropriate for the posts.

Regarding the pay scale of the Subordinate Fishery Service, Class II—Assistant Fishery Officers, we suggest a scale of 125—3—140—4—200.

6. Besides the above, there are a few posts under "Deep Sea Fishing Board" on the time scale shown below, viz.—

	Rs.
Administrative Officer, Deep Sea Fishing Scheme (one, temporary)	.. 350—1,200
Skipper, Deep Sea Fishing Scheme (five, temporary)	.. 500—1,200
Engineer Mate, Deep Sea Fishing Scheme (five, temporary)	.. 250—750
Officer-in-charge, Stores, Deep Sea Fishing Scheme (one, temporary)	.. 200—450

Under the powers delegated to the Board, the latter is competent to determine the conditions of service, pay scales, etc., of all posts under them up to the pay of Rs.1,200. We are not thus making any comments on the pay scales for the posts; but suggest that their pay scales should not exceed those which we have recommended for comparable posts under Government.

CHAPTER 37

Food, Relief and Supplies Department

Food and Supplies Branch

The Food and Supplies Branch deals with procurement, supply and distribution of food and other essential consumption commodities. It regulates private trade by a system of licenses together with control of price and distribution. It also undertakes trading in foodgrains on a very large scale. Having started during the Second World War as temporary, the Branch has now become permanent. Under it there are about 7,500 posts, 40 per cent. of which have been declared permanent with effect from 1st July 1960. Created under the stress of War, it still contains anomalies and signs of improvisation and requires reorganisation in several respects. As questions of pay scales are directly related to questions of organisation, some of our recommendations will also relate to the organisational side.

2. There are seven Directorates under the Branch. They differ considerably in size, structure and nature of operation. They are—

- (1) *The Directorate of Food*.—It is the largest of the Directorates and has a net-work of organisation throughout the State. It has four wings, viz., (i) Procurement and Supply, (ii) Inspection (of quality), (iii) District Distribution, and (iv) Distribution (formerly Calcutta Rationing).
- (2) *The Directorate of Consumer Goods*.—Deals with Iron, Steel, Cement, Fuels, etc.
- (3) *The Directorate of Textiles*.—Deals mainly with cotton cloth and yarns.
- (4) *The Directorate of Storage*.—Runs the Government Food Depots, one at Siliguri and the rest in Calcutta and Howrah.
- (5) *The Directorate of Transportation*.—Has a transport fleet and receives and despatches stocks in Calcutta and Siliguri.
- (6) *The Controller of Finance*.—Maintains trading accounts centrally.
- (7) *The Directorate of Statistics*.—Collects statistics relating to prices, production, etc., relating mainly to foodstuff.

Besides, there is in the Secretariat a small Civil Engineering Section and a Financial Adviser. The Financial Adviser is an officer of the Finance Department and belongs either to the Indian Administrative Service or to the West Bengal Civil Service (Executive).

3. The Administrative Department have suggested to us that executive posts—both Gazetted and Subordinate—may be classified into nine groups, the pay scale allowed to each group being identical. For technical posts, pay scales should, according to them, be at par with comparable posts in other departments.

4. Following the suggestion of the department, we have dealt with the pay scales of the staff having engineering qualification or employed on Accounts and Statistical work in the Chapters dealing with the pay scales of similar staff in other departments. Our comments in this Chapter relate to the staff not falling under any of the above categories.

6. The annexed Table shows how the Administrative Department propose to classify the posts in different groups, their pay scales and also the methods of recruitment. Our comments on each of the groups are as follows:—

(i) *Group 1.*—Of the Directors included in the group, only the Director of Storage is now a direct recruit; the rest are retired members of the Indian Administrative Service. We are of opinion that all the Directors (including the Director of Storage) should normally be members of the Indian Administrative Service, its cadre strength being suitably augmented, if necessary. Pending such action, direct recruits, if any, to these posts may be given pay in the scale 1,100—60—1,400.

(ii) *Group 2.*—In this group are included the posts of Deputy Directors, Deputy Controllers of Rationing, Controller of Sugar, Chief Accounting Officer, Administrative Officer (Headquarters) and the Chief Commercial Manager. About 50 per cent. of these posts are now held by officers transferred from the West Bengal Civil Service (Executive) and the remaining by direct recruits. The Administrative Department have suggested that the Deputy Directors, etc., should have at least the same scale as that of West Bengal Civil Service (Executive). Of the Deputy Directors, one possesses a degree in Textile Technology. He has no Assistant Director or any other Gazetted officer below him. The present incumbent being a re-employed person, there is no immediate necessity to fix the pay scale of the post. What we would suggest in respect of this post is that at the end of the term of re-employment of the present incumbent, the post of the Deputy Director Textiles should be filled up by transfer of an Assistant Director of Industries with degree in Textile Technology on his grade pay only and its designation be changed to that of an Assistant Director. As to the others we suggest that they should be included in the cadre of the West Bengal Civil Service (Executive), the existing incumbents being suitably protected or otherwise absorbed, if possible.

(iii) *Group 3.*—This group includes posts like—

- (1) Assistant Director, Regional Controllers, etc., on 250—750.
- (2) Special Officer, Railway Claims on 450—15—600.
- (3) Entomologist, Chemist on 200—10—420—15—450.

The duty of the Special Officer, Railway Claims, is to contact the Railway Officers for settlement of Railway Claims and he is also in-charge of the Stock Verification Squads. He may suitably be included in this group. We do not, however, see any good ground to distinguish the post of Entomologist and Chemist from the posts of Supervisors (in the Inspection Branch) or Technical Officers (in other Directorates) having identical scale of pay and comparable duties and status, but who have been classified by the Department in Group 4 on the present scale 200—450. In our view, the posts of Entomologist and Chemist should be in Group 4 dealt with below.

In classifying the posts of Assistant Directors, etc., in the 3rd group, the Department have explained that formerly the posts were on ad-hoc rates of pay. When scales of pay were introduced in the Branch in 1956, it was passing through a phase of de-control. As a large number of surplus staff were being released at the time, posts in Groups 2 and 3 were granted the same scale of pay, viz., 250—750 without giving much importance to the difference in duties and responsibilities of the posts.

The posts of Assistant Directors, Regional Controllers, etc., are filled up either by promotion or by direct recruitment or by deputation from West

Bengal Civil Service (Executive) or West Bengal Junior Civil Service. With some re-distribution of duties between the Assistant and Deputy Directors, the necessity of posting West Bengal Civil Service Officers to these posts will not arise. The duties in these posts being executive in nature, they may, in our view, be included in the cadre of the West Bengal Junior Civil Service and the posts from which promotions to these posts are now the rule may be included in the list of feeder services from which promotions to the West Bengal Junior Civil Service are made. We recommend action on the above lines. The existing incumbents should, however, be suitably protected or otherwise absorbed, if possible.

(iv) *Group 4.*—It includes mainly the subordinate administrative posts like Subdivisional Controllers, Officers-in-Charge, Government Food Depots, etc. Most of these posts are directly subordinate to those in Group 3, who, under our recommendations in the preceding paragraph, will be in the cadre of the West Bengal Junior Civil Service (i.e., on 275—650). We suggest that subject to the following exceptions, posts in this group should be on the scale 250—15—550 which we have recommended for posts on 200—450 elsewhere.

Exceptions:

- (1) The post of Chief Inspectors whose duties are mainly inspection have been discussed along with other subordinate inspecting staff (*vide* our comments on Groups 5—9 below);
- (2) The posts of Special Officer (Legal) and Medical Officer (Lake Garage) included in this group by the Administrative Department are part-time posts on Rs.200. These posts may be dealt with separately by Government;
- (3) The post of Private Secretary to the Food, Relief and Supplies Minister is filled ordinarily by a West Bengal Junior Civil Service Officer. The pay scale for the post will be fixed accordingly; and
- (4) The posts of Technical Officer, Directorate of Textiles, with a diploma from the Textile Institutes. For such posts, we have suggested elsewhere pay in the scale 200—10—400 and we recommend that the same scale be adopted for these posts.

(v) *Groups 5 to 9.*—Including the Chief Inspectors, the Inspecting staff of the Food and Supplies Branch which comprises one-third of the total staff of the Branch is divided into 6 categories, namely—

Name of the posts.	Present scale of pay. Rs.
(1) Chief Inspector	200—450
(2) Deputy Chief Inspector/Inspector-Assessor, etc.	125—250
(3) Inspector/Junior Assessor/Sampler, etc.	100—200
(4) Sub-Inspector/Storeman-cum-Sub-Inspector, etc.	80—180
(5) Distributor	70—150
(6) Assistant Sub-Inspector	50—80

The Assistant Sub-Inspectors are attached to Calcutta distribution only. Their duties are routine, such as, house enquiry before issue of Ration Cards, watching sales from Ration Shops, helping other Inspecting staff, etc. This cadre was formed sometime in 1958-59 to absorb the surplus Second Grade

Salesmen of the Government Stores abolished after de-control. No fresh recruitment has been made in this cadre since then and it is now treated as a closed cadre.

The Distributors accompany Government vehicles and deliver foodgrains to Government Food Depots.

The main duties of the Sub-Inspectors are to inspect the Ration Shops, licenses and returns, and to receive, store and despatch goods..

The duties of the Chief Inspectors are wholly supervisory. The duties of the Deputy Chief Inspectors and other corresponding posts in most Directorates are mainly supervisory though in some sections, such as Procurement, they are required to do field work parallel to the duties of their juniors, namely, Inspectors and Sub-Inspectors. Similar is the case with the Inspectors and their corresponding ranks. We have, therefore, reason to believe that (1) with so many Supervisory Inspectorate Grades the duties cannot but be overlapping in some areas, and (2) that there is scope for utilising the lower grade staff on field work in place of the supervisory staff. As for example, in the Procurement Section, the work now assigned to the Inspector-Assessors consists mainly of receipts, despatches and storage. These are duties which can be entrusted to the Sub-Inspectors and in some cases, if necessary, to the Inspectors and Junior Assessors also, as is being done in other Sections or Directorates.

There is at present no uniform standard in respect of Inspectorate staff. The Food and Supplies Branch was in the state of winding up after de-control in 1954 but with the deterioration in the food situation since 1957 it had to be reorganised quickly on ad hoc basis. The Department has now come to stay and its staff is liable to expand or contract according to its needs. We are thus of opinion that there should be, as in all other Departments, a well-established formula for measuring the Inspecting staff from time to time. We are informed that in the larger Directorates under the Department of Food, Relief and Supplies (Food and Supplies Branch) where the number of Inspectorate staff exceeds 100, the ratio of distribution, at present is as follows:—

		On scales of pay.		
		200—450/ 125—250.	100—200	80—180/ 70—150/ 50—80.
District Distribution	..	1	1.5	6.5
Calcutta Distribution	..	1	1.1	3.5
Storage	1	2	8
Procurement	1	1.1	1.5
Transportation	1	4	12

Leaving aside the Procurement Section, where the staff is being depleted gradually with the stoppage of internal procurement, the number of Supervisory Inspecting staff, Inspectors and Sub-Inspectors in the remaining Sections is approximately in the ratio of 1:2:8. We are, thus, of the view that the above ratio should form a model for assessing the Inspecting staff of the office, their number above the level of Assistant Sub-Inspectors being in a three-tier-hierarchy, namely, Chief Inspector, Inspector and Sub-Inspector in the proportion of 1:2:8. We have not attempted to fix how many of the Inspecting staff will be required in the different Directorates; it is for the Department to distribute the staff according to its discretion.

Regarding the pay scales of the posts, we suggest as follows:—

		Rs.
Chief Inspectors	..	200—10—400.
Inspectors	..	175—7—245—8—325.
Sub-Inspectors	..	125—3—140—4—200.

As long as there are any Assistant Sub-Inspectors, the scale 100—3—136—4—140 should apply.

The Administrative Department have grouped the posts of Despatch Riders and Night Watchman with Sub-Inspectors. The Despatch Riders carry urgent letters and movement programmes on motor cycle while the Night Watchman keeps watch over the Lake Garage. For Cycle Peons, we have recommended the scale 60—1/2—65—1—75 plus Cycle Allowance of Rs.2 per month. For Despatch Riders, we consider a higher allowance, rather than a higher scale of pay, as appropriate. Accordingly, we recommend for Despatch Riders 60—1/2—65—1—75 plus Motor Cycle Allowance of Rs.10 per month, i.e., the allowance paid to the Scooter-drivers in the Assembly Secretariat. Regarding the Night Watchman, the Garage has 2 Havildars and 16 ex-soldiers recruited from ex-military personnel for keeping watch. We consider that the post of Night Watchman can be dispensed with and we recommend accordingly.

5. *Special Pays*.—At present special pays are granted to members of other services appointed by transfer to the posts of Deputy or Assistant Directors in this Department and also to the promotees in some cases. Now that the work has been standardised and as the duties of these officers are not more arduous or responsible than those of their counterparts elsewhere, we suggest that officers appointed by transfer from other services should not draw any special pay over their grade pay in any of the posts outside the Secretariat Department. For the promotees, we have suggested regular time-scales and no special pay should be admissible in addition.

Statement showing the distribution of staff in the Department of Food, Relief and Supplies (Food and Supplies) among the different scales, their number and method of recruitment.

(Chapter 37, paragraph 5.)

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Group 1—	A—Gazetted					
Director of Food	1			
Director of Consumer Goods	1	1,000—1,200	175—210	1,175—1,410
Director of Textiles	1			
Director of Storage	1	1,000 (fixed)	175	1,175
Group 2—						
Controller of Sugar	1			
Deputy Director of Food	3			
Chief Accounting Officer	1			
	(Qualification.—Graduate with at least 3 years' Administrative experience.)					
Chief Commercial Manager	1			
Deputy Controller of Rationing	2	250—750 plus Special pay of Rs.75.	70—144	395—969
Deputy Controller of Rationing	2			
	(Qualification.—Graduate with at least 3 years' Administrative experience.)					
				250—750	60—131	310—881

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Deputy Director of Transportation	By transfer from West Bengal Civil Service (Executive) or by promotion or by direct recruitment. (Qualification.—Graduate with at least 3 years' Administrative experience.)	..	1	250—750 plus Special Pay of Rs.75.	70—144	395—969
Deputy Director of Textiles	By direct recruitment (Qualification.—Degree in Textile Technology.)	..	1	250—750	60—131	310—881
Group 3—						
Regional Controller of Food		..	5			
Special Officer (Rationing)		..	3			
Assistant Director of Food		..	6			
Assistant Director of Consumer Goods.	By promotion or by direct recruitment. Qualification being degree and 3 years' practical experience in the administration of Food and/or Supplies.	..	3	250—750	60—131	310—881
Assistant Regional Controller of Procurement.		..	8			
Assistant Director of Storage		..	1			
Special Officer (Permit)		..	1			
Assistant Director of Transportation.		..	1			

Special Officer (Railway Claims) By direct recruitment or by promotion -- .. 1 450—600 79—105 529—705
(Non-Gazetted).

Entomologist : Chemist .. By direct recruitment .. -- 2 200—450 55—79 255—529

B—Non-Gazetted (Executive Posts)

Group 4—

Subdivisional Controller of Food and Supplies.	..	42			
Assistant Administrative Officer, Headquarters, Directorate of Food (Gazetted).	..	1			
Officer-in-charge, Government Food Depot.	..	6			
Rationing Officer	26			
Receipt and Despatch Officer	6			
Assistant Controller, Rationing	6			
Deputy Assistant Regional Controller of Procurement.	..	13			
Assistant Supervisor, Lake Garage	..	1			
Chief Inspector	38			
Permit Officer	2			
Licensing Officer	1			
Progress Officer	1			
Administrative Officer, Textiles	..	1			
			200—450	55—79	255—529

By direct recruitment or by intertransfer or by promotion.

Qualification.—Graduate. At least 3 years' Administrative experience.

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Supervisor By direct recruitment or by promotion from Chief Sampler (125—250). Graduate in Agriculture, knowledge of grading of cereals and grain storage and administrative ability.	..	5	200—450	55—79	255—529
Permit Officer, Directorate of Food	The post is filled by Deputy Chief Inspector	..	1	125—250	50—80	175—310
Special Officer (Legal) ..	Part-time Officer	1	200 (consolidated)	..	200 (consolidated)
Medical Officer, Lake Garage ..	Part-time Officer	1	200 (consolidated)	..	200 (consolidated)
Technical Officer, Directorate of Textiles.	By direct recruitment	2	200—450	55—79	255—529
Group 5—						
Deputy Chief Inspector ..	By inter-transfer or by promotion or by direct recruitment. (Qualification—Graduate.)	..	188	125—250	50—80	175—310
Inspector-Assessor	113			
Assistant Rationing Officer	26			
Liaison Supervisor ..	By inter-transfer or by promotion or by direct recruitment. (Qualification—Graduate.)	..	1	125—250	50—80	175—310
Superintendent (Grade I)	2			
Senior Store-keeper, Transportation.		..	1			

Chief Sampler	..	By direct recruitment or by promotion from Sampler (100—200).	..	9	125—250	50—60	175—310
[Qualification—B.Sc. (Agriculture) or B.Sc. with Botany as a subject in I.Sc. Course. Knowledge of grading of cereals and grain storage.]							
Group 6—							
Technical Assistant, Storage	..	Post filled by Inspecting staff	..	2	125—250	50—60	175—310
Technical Assistant, Storage	1	100—200	45—55	145—255
Assistant Supervisor, Directorate of Transportation.	..	By direct recruitment, or by inter-transfer or by pmrootion.	..	1	125—250	50—60	175—310
		(Qualification—Graduate.)					
Store-keeper, Directorate of Transportation.	1	125—250	50—60	175—310
Physical Assistant, Textiles	..	Direct recruitment. Post filled by an M.Sc. in Physics having experience in testing textile fibres.	..	1	125—250	50—60	175—310
Inspector	..	By direct recruitment or by inter-transfer or by promotion.	..	378	100—200	45—55	145—255
		Qualification.—Graduate.					
Store-Keeper	..	By direct recruitment or by inter-transfer or by promotion.	..	7	100—200	45—55	145—255
		Qualification.—Graduate.					
Assistant Store-Keeper, Transportation.	..	By direct recruitment or by inter-transfer or by promotion.	..	1	100—200	45—55	145—255
		Qualification.—Graduate.					

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Sampler	.. By direct recruitment or by promotion from Assistant Sampler (Rs.80—180), I.Sc. (Agriculture) or I.Sc. with Botany. Knowledge of grading of cereals and grain storage.	..	38	100—200	45—55	145—255
Assistant Building Superintendent	By direct recruitment or by inter-transfer or by promotion.	..	1	100—200	45—55	145—255
	<i>Qualification.</i> —Graduate.					
Junior Assessor	.. By direct recruitment or by inter-transfer or by promotion.	..	213	100—200	45—55	145—255
	<i>Qualification.</i> —Graduate.					
Assistant Store-keeper, Rationing		..	10	80—180	45—55	125—235
Group 7—						
Sub-Inspector	.. By direct recruitment or by inter-transfer or by promotion. For direct recruitment—I.A. or I.Sc. or passing the Higher Secondary Examination of the Board of Secondary Education, West Bengal	..	1,222	80—180	45—55	125—235
Storeman-cum-Sub-Inspector	82	80—180	45—55	125—235
Assistant Sampler	.. By direct recruitment	..	15	80—180	45—55	125—235
	<i>Qualification.</i> —I.Sc.					
Sampler, Office of Finance.	.. By direct recruitment	..	3	80—180	45—55	125—235

Group 8—	Distributors	.. By direct recruitment or by promotion	61	70—150	45—50	115—200
		<i>Qualification.</i> —School Final or its equivalent.					
Group 9—	Assistant Sub-Inspector	.. By direct recruitment	275	50—80	35—45	85—125
		<i>Qualification.</i> —School Final or its equivalent.					

CHAPTER 38

Food, Relief and Supplies (Relief) Department

The Relief Branch of the Food, Relief and Supplies Department looks after the relief and rehabilitation of persons affected by natural calamities like famine, droughts, flood, etc.

2. The annexed Table shows the distribution of the staff among different scales, their number and the recruitment qualifications.

3. Some of the posts of Deputy Directors are held by retired officers of the West Bengal Civil Service (Executive) and some by outsiders on a fixed pay of Rs.750. We recommend that these posts should be included in the cadre of the West Bengal Civil Service (Executive) and filled up by deputation from the said service on grade pay only, its cadre strength being increased correspondingly. Pending decision, the outsiders may draw the fixed pay as at present.

Recruitment to the posts of Controller of Vagrancy, Managers and Officers-in-charge, Vagrant Homes, are either direct or by promotion. The present pay scale of the Controller is a segment of the pay scale of the West Bengal Civil Service, while that of the Managers and the Officers-in-charge is equal to that of the West Bengal Junior Civil Service. We suggest the inclusion of these posts in the cadres of the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service, respectively, their cadre strengths being appropriately increased. Pending decision, we suggest for the posts pay as follows:

	Rs.
Controller of Vagrancy	300—30—900
Managers	} 250—15—550
Officers-in-Charge of Receiving Centres ..	

4. The Superintendent of Relief Stores is a member of the clerical establishment and our recommendation in respect of clerical staff will apply to his case. We have, therefore, not made any comment on it.

5. All the Medical Officers possess the licentiate qualification in medicine. We suggest that these posts should be included in the cadre of the West Bengal Health Service and no direct recruitment from outside may be made to these posts.

Similarly, the posts of Sanitary Inspectors may be included in the cadre of such establishment under the Health Department, the posts being filled up by deputation from the said cadre.

We further suggest that the post of Physical Instructor should be included in the cadre under the Department of Education. Pending such action, we propose for the post a scale of 175—7—245—8—325.

6. The qualifications prescribed for the posts of Assistant Managers and Superintendents, Vagrant Homes, are lower than those of the Inspectors of Relief. Their duties are, however, supervisory and we suggest for them pay in the scale 175—7—245—8—325.

7. Subject to the above observations, we recommend the pay scales as follows:-

			Rs.
1. Controller of Vagrancy	300—30—900
2. Managers, Vagrant Homes	} 250—15—550
Officers-in-Charge, Receiving Centres	
3. Assistant Psychologist	200—10—400
4. Assistant Managers: Superintendents, Vagrant Homes.			} 175—7—245—8—325
Physical Instructor, Children Vagrant Homes			
5. Inspector of Relief	} 150—5—250
Junior Social Workers	
6. Escorting Officer	125—3—140—4—200

8. We understand that one West Bengal Civil Service (Executive) officer holding the post of Deputy Director of Relief and 7 West Bengal Junior Civil Service officers holding the posts of Managers, Vagrant Homes, are drawing Special pays at Rs.75 and Rs.50, respectively. We do not think that their duties are more onerous than those of their colleagues working in the district administration. We accordingly suggest that no special pay should be granted to any West Bengal Civil Service or West Bengal Junior Civil Service officers holding these posts.

TABLE

Statement showing the distribution of staff in the Food, Relief and Supplies (Relief) Department, among the different scales, their number and methods of recruitment.

(Chapter 38, paragraph 2.)

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total
				Rs.	Rs.	Rs.
Gazetted						
Deputy Directors of Relief	.. Rules of recruitment not yet framed	..	2	250—850	60—149	310—999
		..	4	750 (fixed)	131	881
		..	6			
Controller of Vagrancy	.. Both by direct recruitment through Public Service Commission or by promotion from Managers.	1	..	650—850	114—149	764—999
	<i>Qualification.</i> —Master of Arts with at least 7 years' experience in relief work and administration of Vagrants homes.					
	<i>Age</i> —35-45 years.					
Manager	.. By direct recruitment or by promotion from the Assistant Managers.	4	4	200—450	55—79	255—529
	<i>Qualification.</i> —Graduate.					
	<i>Age</i> —25 years.					

Officer-in-charge of Receiving Centre	Direct recruitment through Public Service Commission or by promotion from the post of Superintendents.	..	4	200—450	55—79	255—529
	<i>Qualification.</i> —Graduate in Science, Arts or Commerce with at least 5 years' administrative experience in Social Work.					
	Age—25-35 years.					
Assistant Psychologist	.. By direct recruitment	..	1	150—300	50—65	200—365
	<i>Qualification.</i> —M.Sc. in Psychology.					
	Age—25 years.					
Superintendent, Relief Stores	.. Recruitment rules not yet framed	..	1	150—250	50—60	200—310
Medical Officers	.. By direct recruitment	4	4	100—250	45—60	145—310
	<i>Qualification.</i> —L. M. F.					
	Age—25-35 years.					
Assistant Manager	.. By direct recruitment or by promotion from the post of Junior Social Workers, Clerk and Teacher.	5	4	125—225	50—60	175—285
	<i>Qualification.</i> —Intermediate in Arts, Science or Commerce in the 2nd Division.					
	Age—25 years.					
Superintendent, Vagrant Homes	.. Direct recruitment or by promotion from the post of Junior Social Workers, Clerk and Cashier.	1	..	125—225	50—60	175—285
	<i>Qualification.</i> —Intermediate in Arts or Science or Commerce in 2nd Division.					
	Age—25 years.					

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
				Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Perma- nent.	Tempo- rary.			
				Rs.	Rs.	Rs.
Physical Instructor, Children Vagrant Home.	By direct recruitment	1	..	100—225	45—60	145—285
	<i>Qualification.</i> —Graduate with diploma from Physical Training Institute.					
Inspector of Relief ..	By direct recruitment	4	100—200	45—55	145—255
	<i>Qualification.</i> —Graduate in Arts or Commerce.					
	<i>Age.</i> —25 years.					
Junior Social Workers, Vagrant Home.	Promotion from the post of Lower Division Clerk.	..	5	100—200	45—55	145—255
Escorting Officer ..	By direct recruitment	2	70—150	45—50	115—200
	<i>Qualification.</i> —Matriculate with previous experience in office work.					
	<i>Age.</i> —25 years.					
Sanitary Inspector ..	By direct recruitment	2	60—90	45—45	105—135
	<i>Qualification.</i> —Diploma in Sanitary Engineering.					
	<i>Age.</i> —20-25 years.					

CHAPTER 36

Forensic Science Laboratory

The Laboratory was started to centralise and co-ordinate all scientific police work and to impart training to police personnel in scientific approach to investigation of crimes.

2. The annexed Table shows the distribution of the staff among the different scales, their number and the recruitment qualifications. We are informed that the posts being isolated and there being no prospects of promotion, difficulties are often experienced in recruiting staff.

3. The post of the Director is at present held by a retired member of the West Bengal Senior Education Service. The recruitment qualifications of the post are almost the same as those in the Senior Education Service. We suggest that the Director may be appointed on deputation from the cadre of the West Bengal Senior Education Service, its deputation reserve being suitably augmented for the purpose.

Similarly, the post of Senior Physicist should be included in the cadre of the Education Service and Junior Physicist in the cadre of West Bengal Junior Education Service.

The minimum qualification for recruiting Assistant Chemical Examiners is an M.Sc. degree in Chemistry, except in one post, where it is an M.B.B.S. degree with Chemistry in B.Sc. Candidates with both B.Sc. and M.B.B.S. qualifications are not many. Consequently there may be recruitment difficulties. We suggest that the recruitment qualification of this post may be changed to that of Master's degree in Physiology with Chemistry as one of the subjects in the B.Sc., and the post, together with the other posts of Assistant Chemical Examiners should be included in the cadre of the West Bengal Junior Education Service.

Having regard to the recruitment qualifications and the duties, we consider that the Junior Assistant Chemical Examiner and the Civilian Expert should be on the same time scale, and we would suggest for them pay in the scale 175—7—245—8—325. For the Laboratory Assistants, we suggest pay in the scale 125—3—140—4—200. The Photographic Assistant should also be on the scale 125—3—140—4—200.

In short, our recommendations are as follows:

Gazetted

- | | | | |
|--|----|----|--|
| 1. Director | .. | .. | Should be included in the cadre of the West Bengal Senior Education Service. |
| 2. Senior Physicist | .. | .. | Should be included in the cadre of the West Bengal Education Service. |
| 3. Assistant Chemical Examiners | .. | .. | Should be included in the cadre of the West Bengal Junior Education Service. |
| 4. Junior Physicist | .. | .. | Should be included in the cadre of the West Bengal Junior Education Service. |
| 5. Junior Assistant Chemical Examiner. | .. | } | 175—7—245—8—325 |
| 6. Civilian Expert | .. | | |
| 7. Laboratory Assistants | .. | } | 125—3—140—4—200 |
| 8. Photographic Assistant | .. | | |

TABLE

Statement showing the distribution of staff in the Forensic Science Laboratory among the different scales, their number and recruitment qualifications

(Chapter 39, paragraph 2.)

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(a) Gazetted						
(1) Director ..	By direct recruit- ment. <i>Qualification.</i> —M.A. or M.Sc. 1st Class, B.A. or B.Sc. Honours in Che- mistry or Physics. Doctorate degree in Chemistry or Physics. Practi- cal experience in work on Forensic Science. Adminis- trative ability. Experience in Laboratory. Plan- ning capacity for organising and setting up of a Forensic Science Laboratory. <i>Age.</i> —30-40 years.	1	..	350—1,200	70—210	420—1,410
(2) Senior Physi- cist.	By direct recruit- ment through Public Service Commission. <i>Qualification.</i> —A good Master's degree with Phy- sics or Physical Chemistry. Ade- quate knowledge in Chemical Spectroscopy (Absorptiometry and Emission Spectroscopy). <i>Age.</i> —28 years.	..	1	250—750	60—131	310—881
(3) Assistant Che- mical Examiner.	By direct recruit- ment through Public Service Commission. <i>Qualification.</i> — Second Class M.Sc. degree in Chemistry or equivalent degree of any Foreign University. Ex- perience in ana- lytical work.	3	1	200—450	55—79	255—529

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tem- po- rary.	Basic pay.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(4) Junior Physi- cist.	By direct recruit- ment through Public Service Commission. <i>Qualification.</i> —A good Master's degree in Physics. <i>Age.</i> —28 years.	1		200—450	55—79	255—529
(5) Assistant Che- mical Examiner.	By direct recruit- ment through Public Service Commission. <i>Qualification.</i> —M.B. degree with B.Sc. in Chemistry. Experience in analytical work. <i>Age.</i> —28 years.			200—450	55—79	255—529
(b) Non-Gazetted						
(6) Junior Assist- ant Chemical Examiner.	By direct recruit- ment. <i>Qualification.</i> —B.Sc. degree or its equi- valent of any foreign University. Experience in analytical work. <i>Age.</i> —25 years.			150—400	50—70	200—470
(7) Civilian Expert	By direct recruit- ment. <i>Qualification.</i> —Sci- ence Graduate. Experience in analytical work. <i>Age.</i> —25 years.			150—250	50—80	200—310
(8) Laboratory Assistant.	Not yet framed ..			100—225	45—60	145—285
(9) Laboratory Assistant.	By direct recruit- ment. <i>Qualification.</i> —I.Sc. <i>Age.</i> —25 years.			55—100	45—45	100—145
(10) Laboratory Assistant.	By direct recruit- ment. <i>Qualification.</i> —I.Sc. <i>Age.</i> —25 years.			55—130	45—50	100—180
(11) Photographic Assistant.	By direct recruit- ment. <i>Qualification.</i> —Mat- riculate. <i>Age.</i> —25 years.			55—130	45—50	100—180

CHAPTER 40

Forest

For the upkeep, development and utilisation of the Forest resources of the State, Government in its Department of Forest, maintains a number of administrative and subordinate staff, the details of which together with their pay scales, etc., are given in the annexed Table.

2. In the Higher field there are at present two Services—one Senior and the other Junior. Officers in the Senior Forest Service drawing pay at the 10th stage of the time scale or below are normally placed in-charge of “Minor” divisions and are designated Assistant Conservators of Forest. Those on pay above the 10th stage of the time scale are designated Deputy Conservators of Forests, and are placed in-charge of “Major” divisions.

Sometimes, extra Assistant Conservators in the Junior Service are placed in-charge of Divisions when they draw their grade pay plus a special pay of—

- (a) Rs.100, if in-charge of Major Divisions; and
- (b) Rs.50, if in-charge of Minor Divisions.

3. The Association representing the Junior Service suggested that the Senior Forest Service be divided into two different grades—one on 350—800, and the other on 350—1,200, the existing grade for the Junior Forest Service being entirely abolished. The Administrative Department suggested creation of an Intermediate Service known as the “West Bengal Forest Service” to be filled up partly by promotion and partly by direct recruitment. We are informed that the question raised by the Department was examined many times before and could not be accepted. In the absence of the previous papers, it has not been possible for us to examine the question. The matter is thus left over for consideration by Government on its merit with reference to the previous papers bearing on the subject. Pending such scrutiny by Government, the existing practice may continue.

4. In the Subordinate field, there is at present no organised service. We suggest the creation of two different services—(1) Subordinate Forest Service, Class I, for the Forest Rangers, and (2) Subordinate Forest Service, Class II, for the Deputy Forest Rangers and Foresters.

The post of Kiln Supervisor in the Siliguri Saw Mill is a technical post and may remain outside the cadre of the proposed services. Its recruitment rule has not yet been framed. It is now held by a Forester on promotion. We think that qualified Supervisor may not always be available from within the office. We have, therefore, provided a long scale 150—5—250 both for outsiders and service holders.

5. Following the pattern which we have suggested elsewhere, we recommend the following pay scales, viz.—

Senior Forest Service—

Rs.

Conservator-General of Forests	..	1,800—100—2,000
Conservators of Forests	..	1,300—60—1,600
Deputy and Assistant Conservators of Forests	..	400—40—1,000—50—1,250

		Rs.
Junior Forest Service—		
Extra Assistant Conservators	350—25—525
Subordinate Forest Service, Class I (Forest Rangers).	..	175—7—245—8—325
Subordinate Forest Service, Class II (Deputy Rangers and Foresters).	..	125—3—140—4—200
Kiln Supervisor, Siliguri Saw Mill	150—5—250

6. *Special Pays.*—In paragraph 2, we have mentioned that Extra Assistant Conservators in the Junior Service when placed in-charge of Major and Minor Divisions draw special pays of Rs.100 and Rs.50 respectively. We suggest that they should continue.

The other special pays in the department are—

		Rs.
Personal Assistant to the Conservator-General of Forests.	100	For arduous nature of duty.
Divisional Forest Officer, Silviculture Division.	50	For Silviculture Research Work.
Forest Ranger, Utilisation Division, Calcutta.	15	In order to compensate him for loss of free quarter.
Forest Ranger, Silviculture Division, Darjeeling.	15	For Silviculture Research Work.
Forester, Silviculture Division, Darjeeling.	10	Ditto.

We have considered the question of special pays of the Personal Assistants in a separate Chapter dealing with the pay scales of "Personal Assistants" under Heads of Departments. Regarding the others, we find no good reason for retaining the special pays of the officers employed in Silvicultural Research Work. Officers employed on research work in all other departments do not draw any additional remuneration and we suggest that the special pays now attached to the posts in the Silviculture Division be withdrawn.

We understand that the Forest Ranger, Utilisation Division, Calcutta, do not draw any house rent allowance as is admissible to all Government servants posted in Calcutta. In view of it, we agree to the continuance of the allowance, but it should be classed as "Compensatory Allowance."

7. Besides the above, there are some posts in the Divisional Forest Offices at Jalpaiguri and Buxa where special pays are allowed for "Unhealthiness of the Locality." We have dealt with this question in a separate Chapter, and our recommendation made in that Chapter will govern these cases also.

TABLE
Statement showing the distribution of the staff in the Department of Forest and among different scales of pay,
their number and methods of recruitment
 (Chapter 40, paragraph 1.)

Name of the services or posts.	Methods of recruitment.	Number of posts.		Existing emolument.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
(a) Gazetted Services and Posts						
(1) Senior Forest Service—						
Conservator-General of Forests ..	By promotion of Conservators of Forests ..	1	..	1,500—1,800	263—263	1,763—2,063
Conservators of Forests ..	By promotion of Deputy Conservators ..	3	..	1,300—1,500	228—263	1,528—1,763
Deputy and Assistant Conservators of Forests.	By direct recruitment ..	29	3	350—1,200	70—210	420—1,410
(2) Junior Forest Service—						
Extra Assistant Conservators of Forests.	By promotion of Rangers on Rs.100—225	14	9	300—400	65—70	365—470
(b) Subordinate (Executive) Services and posts						
Forest Rangers ..	Both by direct recruitment or by promotion of Deputy Forest Rangers.	115	17	100—225 (with a Selection Grade at 3 per cent. on Rs.250).	45—60	145—285
Deputy Forest Rangers/Foresters ..	Direct recruitment ..	522	52	55—130	45—50	100—180
Kiln Supervisor, Siliguri Saw Mill ..	No recruitment qualification has yet been fixed. The post is now being filled up by promotion of a Forester on Rs.55—130.	1	..	130—180	50—55	180—235

CHAPTER 41

Gardens

(i) Government Gardens

Government has under its direct control a number of public gardens. They are—

- (a) Indian Botanic Garden, Sibpur;
- (b) Calcutta Gardens, viz., the Eden Gardens, Curzon Park and the Dalhousie Square Gardens;
- (c) Lloyds Botanic Garden, Darjeeling; and
- (d) Cooch Behar Gardens.

The Administrative and the Subordinate staff employed for the proper maintenance of the gardens with their pay scales, etc., are given in the Table below:

TABLE

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tem- po- rary.	Basic pay.	Dearness Allowance and Food Allowance.	Total.
(a) Gazetted Posts						
				Rs.	Rs.	Rs.
Superintendent, Indian Botanic Garden.	By direct recruit- ment of D.Sc.'s in Botany.			1,000—1,300	175—228	1,175—1,528
Assistant Botanist	By direct recruit- ment of 1st or 2nd Class M.Sc.'s in Botany.			250—750	60—131	310—881
West Bengal Gardeners' Service—						
Curator, Indian Botanic Garden				200—450 <i>plus Special Pay of Rs.100.</i>	65—96	365—646
Curator, Lloyds Botanic Garden, } Darjeeling.	By direct recruit- ment and by promotion of Overseers on 125—275.	1		200—450 <i>plus Special Pay of Rs.40..</i>	60—86	300—576
Assistant Cura- tors, Indian Botanic Garden and Calcutta Gardens.				200—450	55—79	255—529
(b) Subordinate (Executive) Posts						
Horticultural Officer, Cooch Behar Gardens.	By direct recruitment of B.Sc.'s with Botany.	1		150—300	50—65	200—365
Overseers—1 in each of the 4 Gardens.	Ditto	..	2	125—275	50—65	175—340
Public Relations Officer, Indian Botanic Garden.	Ditto	100—225	45—60	145—285
Orchid Supervisor, Lloyds Botanic Garden, Darjeeling.	Matriculate with knowledge of planting orchid.	1		100—175	45—55	145—230

2. It appears that in the Gazetted field, there are, besides the Superintendent, one Assistant Botanist on 250—750, 2 Curators (one in the Indian Botanic Garden and the other in the Lloyds Botanic Garden, Darjeeling) on 200—450 *plus* Special Pays and 2 Assistant Curators (one in the Indian Botanic Garden and the other in the Calcutta Gardens) on 200—450. It has been suggested to us that the Assistant Botanist and the two Curators may constitute one Service known as the "West Bengal Gardeners Service" on a higher scale equivalent to the revised version of the scale 250—750, while the two Assistant Curators on 200—450 may constitute a Junior Service to be designated as "West Bengal Junior Gardeners Service." Apart from the fact that no good reasons are there to justify the upgrading of the two posts, the proposal if accepted will result in an unbalanced structure; for, under it there will be 3 posts in the Higher Grade against 2 in the lower. We cannot agree to this. We accordingly suggest that the existing system of allowing the Curators a Special Pay over their grade pay should continue.

There is only one post of Assistant Botanist on the present scale 250—750. One post can hardly constitute a service. So it may remain in the General Service. The posts of Curators and Assistant Curators should constitute the "Gardeners' Service" as at present.

3. In the Subordinate field, there are, besides the Overseers, a Public Relations Officer, an Orchid Supervisor and a Horticultural Officer-in-Charge, Cooch Behar Gardens. It has been suggested to us that the Overseers may be included in a Service known as the "West Bengal Subordinate Gardeners' Service, Class I"; but nothing has been stated about the other officers. In our opinion there may be 3 scales in the Subordinate field—one of the Horticultural Officer-in-Charge, Cooch Behar Gardens, the other for the Overseers and the Public Relations Officer and the third for the Orchid Supervisor. There should thus be three services as indicated in the Table below:

TABLE

Name of the services or posts.	Name of the posts to be included in the services.
Subordinate Gardeners' Service, Class I	.. Horticultural Officer, Cooch Behar Gardens.
Subordinate Gardeners' Service, Class II	.. (1) Overseers, Indian Botanic Gardens, Calcutta Gardens, Lloyds Botanic Garden, Darjeeling and Cooch Behar Gardens. (2) Public Relations Officers, Indian Botanic Garden.
Subordinate Gardeners' Service, Class III	.. Orchid Supervisor, Darjeeling.

4. Considering all the circumstances mentioned above, we suggest the following pay scales:

	Rs.
(1) Superintendent, Indian Botanic Garden	.. 1,100—60—1,400.
(2) Assistant Botanist	.. 300—30—900.
(3) Junior Gardeners' Service—	
Curator, Indian Botanic Garden	.. 250—15—550 <i>plus</i> Special Pay of Rs.100.
Curator, Lloyds Botanic Garden, Darjeeling	250—15—550 <i>plus</i> Special Pay of Rs.40.
Assistant Curators	.. 250—15—550.
(4) Subordinate Gardeners' Service, Class I	.. 225—10—325—15—475.
(5) Subordinate Gardeners' Service, Class II	.. 200—10—400.
(6) Subordinate Gardeners' Service, Class III	.. 125—3—140—4—200.

(ii) *Zoological Gardens*

5. This establishment is under the control of a Committee of Management appointed by the Government. Its expenses are met from—

(a) the Zoological Garden Funds formed out of the public donations and contributions; and

(b) the gate money received from visitors.

Government also contribute each year a recurring grant of Rs.10,000. Grants of non-recurring nature are also sanctioned by Government from time to time for the improvements of the gardens. Besides, there are the following three Government servants whose pay, allowances and pensions are paid directly by Government, viz.—

Name of the posts.	Methods of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
Gazetted						
Superintendent, Zoo Garden (West Bengal General Service).	Both by direct recruitment and by promotion from Deputy Superin- tendent.	1	..	350—1,200	70—210	420—1,410
Deputy Superin- tendent, Zoo Garden (West Bengal General Service).	Both by direct recruitment and by promotion from Assistant Superin- tendent-cum-Vete- rinary Officer.	1	..	250—750	60—131	310—881
Assistant Superin- tendent-cum-Vete- rinary Officer, Zoo Garden (West Bengal General Service).	By direct recruit- ment. Qualification.—Deg- ree or Diploma in Veterinary Science with experience in Clinical Veteri- nary work.	1	..	200—450	55—79	255—529

6. Consistently with the principles followed elsewhere, we suggest the following pay scales for the post:—

Superintendent, Zoological Gardens	..	400—40—1,000—50—1,250.
Deputy Superintendent	..	300—30—900.
Assistant Superintendent-cum-Veterinary Officer, Zoological Garden,	250—15—550,	

CHAPTER 42

General Administration

(1) Secretariat

The Headquarter Organisation of Government comprises a number of Ministers—each being responsible for the formulation of the policy of Government within his sphere of responsibility and for the execution and review of the working of that policy. Below the Minister, a Secretary (and in some cases, a Joint Secretary) is the administrative head of the Ministry. Below this level there are Deputy Secretaries, Under Secretaries, Assistant Secretaries and Registrars with a number of assistants under them.

2. Almost all the posts of Secretaries and Joint Secretaries are held by the senior members of the Indian Administrative Service. Of the posts of Deputy Secretaries, some are reserved for the members of the Indian Administrative Service in the senior scale, the others being filled up either by—

- (a) transfer from the Indian Administrative Service or the West Bengal Civil Service; or
- (b) selection of Assistant Secretaries promoted from office.

There are only two posts of Under Secretaries—one in the Department of Home and the other in the Department of Finance, which are meant exclusively for the members of the Indian Administrative Service in the junior scale. Assistant Secretaries are recruited either by transfer from the West Bengal Civil Service or by promotion from office. Registrars are all promoted officers from the rank of Head Assistants or ordinary Upper Division Assistants in the Secretariat.

3. The question of emoluments of officers in the Indian Administrative Service is outside the purview of this Committee. Our recommendations thus relate to the remuneration of officers in the West Bengal Civil Service and of officers promoted from office.

Registrars in the Secretariat now draw pay in a scale equivalent to that in the West Bengal Civil Service (Executive). Deputy Secretaries and Assistant Secretaries appointed by transfer from the West Bengal Civil Service draw their grade pay *plus* special pay of Rs.200 and Rs.100 respectively. Officers promoted to these posts from office draw on appointment pay in the scale of Registrars *plus* special pays at the same rates. We suggest that the *status quo* be maintained and the remunerations fixed as follows:—

	Rs.
Registrars	325—30—475—35—1,000.
Assistant Secretaries and Deputy Secretaries—	
(a) For officers in the West Bengal Civil Service.	Pay in the scale of the West Bengal Civil Service (325—30—475—35—1,000) <i>plus</i> special pays of—
	(a) Rs.100 in the post of Assistant Secretary; and
	(b) Rs.200 in the post of Deputy Secretary.
(b) For officers promoted from office ..	Pay in the time scale of Registrars in the Secretariat (325—30—475—35—1,000) <i>plus</i> special pays as suggested for officers in the West Bengal Civil Service.

In addition, there are in some department ad hoc posts on the time-scale equivalent to that of the West Bengal Civil Service or the West Bengal Junior Civil Service. Service-men appointed on transfer from the West Bengal Civil Service or the West Bengal Junior Civil Service should draw their grade pay only, but others on the existing scales 250—850 and 200—450 should be on the scales 325—30—475—35—1,000 and 250—15—550 respectively.

4. In the past, the Department of Land and Land Revenue was the head of the Revenue Administration in the State, but now it has been relieved of most of the duties, which have been transferred to the Board of Revenue. The main function of this department now relates to the administration of the following Acts through the agency of the District Magistrates and Collectors in districts and through separate establishments, where necessary, in Calcutta, viz.,—

- (1) Land Acquisition Act, 1894 (Act I of 1894);
- (2) Requisition of Premises Act, 1947 (Act V of 1947);
- (3) Land Development Act, 1948 (Act XXI of 1948);
- (4) Evacuee Property Act, 1951 (Act V of 1951);
- (5) Rehabilitation of Displaced Persons and Eviction of Persons in Unauthorised Occupation of Land Act, 1951 (Act No. XVI of 1951);
- (6) Premises Tenancy Act, 1956 (Act XII of 1956).

This residual work now carried out in the Department of Land and Land Revenue does not seem to us to be considerable and we suggest that this department be abolished, its duties being transferred to the Board of Revenue.

(2) Board of Revenue

5. This office, as at present constituted, is the head of the Land Revenue administration and also the final appellate court in all revenue matters. It is responsible, among others, for—

- (a) the proper administration of the Estates Acquisition Act (Act No. 1 of 1954) and the Rules framed thereunder;
- (b) preparation and maintenance of Land Records after proper survey; and
- (c) collection of loans distributed under orders of the various department of Government and their proper adjustment.

The Members of the Board of Revenue are the ex-officio Secretaries to Government and they dispose of all cases within their sphere, without going through the formalities of referring them to Government through the Department of Land and Land Revenue. Below the Members, there are, as in Secretariat Departments, Secretary, Deputy Secretary, Assistant Secretary and Registrar. The post of Secretary is reserved for a member of the Indian Administrative Service in the senior scale; but in the other posts, the recruitment qualifications and the method of recruitment are the same as in the Secretariat Departments. The scales of remuneration in the latter are also the same as in the Secretariat except that the Deputy Secretary is given a special pay of Rs.150 in place of Rs.200 in the Secretariat. We do not find any good reason for maintaining this difference and suggest that the pay scales (including special pays) and all other conditions of service in the posts of Deputy Secretary, Assistant Secretary and Registrar should be the same as for equivalent posts in the Secretariat.

(3) *District Administration*

6. District administration is manned by the Indian Administrative Service, the West Bengal Civil Service and the West Bengal Junior Civil Service. The Block Development Officers, who are the members of the West Bengal Junior Civil Service, are the principal administrative officers at the Block level and will gradually replace the Circle Officers as the whole State is covered by development blocks under the Development Plans.

7. The conditions of service, pay scales and other allied matters of the Indian Administrative Service are controlled by the Government of India and are outside the scope of our enquiry. The other services mentioned above are within our scope and we proceed to discuss them below.

8. The present pay scales of the services (together with the amount of dearness allowance) are as follows:—

Name of the service.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic scale.	Dearness allowance and Food allowance.	Total.
			Rs.	Rs.	Rs.
West Bengal Civil Service (Execu- cutive).	281	..	250—850 Selection Grade at 3 per cent. of the cadre on Rs.1,000.	60—149	310—999
West Bengal Junior Civil Service	402	..	200—450 Selection Grade at 3 per cent. of the cadre on Rs.500.	55—79	255—529

9. Recruitment to the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service is partly direct through an annual competitive examination held by the Public Service Commission, West Bengal, and partly by promotion. The percentage of promotion to the annual vacancies in the said services and the services from which such promotions are made, are indicated below:

Services.	Percentage.	Services from which promotions are made.
West Bengal Civil Service (Executive)	50	West Bengal Junior Civil Service.
West Bengal Junior Civil Service ..	40	(1) Settlement Kanungos ;
		(2) District Kanungos ;
		(3) Inspectors and Auditors, Co-operative Societies ;
		(4) Sub-Registrars, etc., etc.

10. Of the two Associations—one representing the Senior Service and the other Junior—while the former have laid emphasis on better emoluments, the latter have, on the other hand, both in their Memorandum addressed to the Committee and in the oral evidence, stated their case for

amalgamating the two State Services, i.e., the Civil Service and the Junior Civil Service. The question for amalgamating the two services is one which was considered on many occasions before and also by the Bengal Administrative Enquiry Committee, 1944-45, and the proposal was turned down on merit.

11. The Junior Civil Service Association has next represented that even if it be not possible to amalgamate the two services, direct recruitment to the West Bengal Civil Service should be completely stopped and vacancies in the latter cadre should be filled up entirely by promotion from the Junior Civil Service.

To examine this proposal, it is necessary to check up whether the present chances of promotion of a West Bengal Junior Civil Service Officer are reasonable. The existing cadre strength of the Senior and the Junior Services is 281 and 402 respectively, i.e., in a ratio of 1 Senior to 1.5 Junior Service posts. Under the present rule, 50 per cent. of the vacancies in the higher cadre are filled up by promotion and 50 per cent. by direct recruitment. A direct recruit stays in the higher cadre for a somewhat longer period than a promotee. Hence in the cadre as a whole the ratio of direct recruits to promotees is somewhat higher than 1:1. On 1st April 1960, for example, the ratio was 136:125. One hundred and twenty-five promotion posts for 402 officers of all ages appear adequate. Very junior people are not mature for promotion, and a proportion of senior men is not good enough for promotion. To increase the chances of promotion further will dilute the standard of promotees below a reasonable limit. As in all administrative services a fairly high standard is required of an officer to qualify for promotion, we think that the present rule of recruitment is reasonable and does not require any change.

12. As mentioned earlier, there are Selection Grades attached to both the Senior and the Junior Services. At present anyone who is good enough for promotion is actually being promoted. Those who are left in the cadre are either not good enough or not senior enough for the Selection Grade. Many Selection Grade posts are actually lying vacant. The Selection Grades have thus lost all usefulness and we suggest their abolition.

13. At present the Junior Scale of the Indian Administrative Service (inclusive of dearness allowance) is 420—1,050 against 310—999 in the West Bengal Civil Service (Executive). We have noted the increasing importance of the officers of the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service in the new set-up of administration arising from the Five-Year Plans (*vide* paragraphs 24 and 25 in Chapter 3 of the Report). We suggest for the West Bengal Civil Service (Executive) pay in the scale 325—30—475—35—1,000 and for the West Bengal Junior Civil Service pay in the scale of 275—15—350—20—650.

14. During war years some practising lawyers were recruited as whole-time Magistrates to assist the District Administration which was under great stress and strain at the time. They were subsequently placed in a cadre of Sub-Magistrates and Sub-Collectors. There is no new recruitment to the cadre and its strength which is 21 today will be reduced to only one in 1966. The last man is due to retire in 1973. Their pay scale is 250—750 which together with dearness allowance works out to 310—881. It is hardly worthwhile now to maintain them in a separate cadre. They may be given the West Bengal Civil Service scale of pay and merged in the West Bengal Civil Service Cadre, the strength of which may be increased by the number of Sub-Magistrates and Sub-Collectors existing on the date of the merger.

(4) *Special Pays*

15. In most cases, special pays are given to Officers in the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service for work either in the Settlement or in Land Acquisition Branch of the administration. The headquarters of some of these officers are in Calcutta.

The existing system of granting special pays for Settlement or Land Acquisition work is a *relic* of the past when the staff had to serve in undeveloped and out-of-way places for proper execution of their duties; but there has now been an all-round improvement in communication and other facilities. Consequently, the considerations that weighed with Government in sanctioning the special pays in the past do not exist today. The rates of special pays are also often different without adequate reasons. On the basis of the present nature of work, working conditions and other relevant considerations, we have examined some of the special pays of the officers in the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service and append below a statement showing the present rates and our recommendations in regard to them together with reasons.

STATEMENT

(Chapter 42, paragraph 15.)

Categories of posts.	Designation of the posts.	Number of posts.	Present rate.	Proposed rate.	Remarks.	
			Rs.	Rs.		
(1) For Officers in the West Bengal Civil Service.	Second Land Acquisition Collector, Calcutta.	1	150	100	Land Acquisition work in Calcutta is more complicated than in district. Similarly the duties in the posts of the Collector of Calcutta is more arduous than elsewhere in view of the heavy concentration of the trading community. Hence, some special pay is justified but the rates in the three cases should be unified to Rs.100.	
	Additional Land Acquisition Collector, Calcutta	3	100			
	Collector of Calcutta	1	110			
	Personal Assistant to Director of Land Records and Surveys.	1	75	Nil	Vide our recommendation regarding the pay and special pays of Personal Assistants, Administrative Officers, etc.	
	Special Officers, [Office of the Director of Land Records and Surveys.	2				
	Settlement Officers	4	225	150		Settlement Officers in the Indian Administrative Service are allowed special pay at Rs.150 each per month. An officer of the West Bengal Civil Service may, when appointed to posts of Settlement Officers, draw special pay at the same rate.
	Deputy Director of Surveys	1				
	Charge Officers Settlement	2	75	75	No change.	
	Officers employed in Land Acquisition Work.	13	75	Nil	Does not involve higher responsibility in comparison with that of other Deputy Collectors in districts.	

Categories of posts.	Designation of the posts.	Number of posts.	Present rate.	Proposed rate.	Remarks.
(2) For Officers in the West Bengal Junior Civil Service.	Treasury Officer, Office of the Collector of Calcutta.	1	Rs. 65	50	Involves higher responsibility than that of the Treasury Officers in districts. Hence a special pay of Rs.50 is justified.
	Charge Officers, Settlement ..	5	50	75	Increased to make it equal to the special pay drawn by a Deputy Collector as Charge Officer.
	Additional Deputy Director of Surveys.	1	50	50	..
	Officers employed on—				
	(a) Land Acquisition work ..	24	50	Nil	The duties are not considered more arduous than those of other Sub-Deputy Collectors employed in the normal line of service.
	(b) Tribal Welfare work ..	5	50	Nil	
	(c) Famine Relief work ..	1	50	Nil	
	(d) Canal Revenue work ..	11	50	Nil	
(3) For Officers in the Subordinate Service.	Special Revenue Officer, Grade II.	6	20	20	
	Kanungo ..	1			
	Principal, Survey School ..	1	25		These represent the hostel allowances of the Superintendent and Assistant Superintendent of the hostel. Should be reviewed on the basis of the Education Department No. 2403-Edn., dated the 26th March 1953 and the allowances adjusted accordingly.
	Lecturer, Survey School ..	1	12.50		
					Vide Remarks.

CHAPTER 43

Health

The Department of Health deals with the organisation of curative and preventive medicine and with Medical Education and Medical Research.

The annexed Table shows how the staff is distributed among the different scales, their number and the methods of recruitment. It does not include the "Nursing Staff" or the "Plague Control" staff which we have dealt with in Sections (c) and (d) of this Chapter.

2. We now proceed to discuss the pay scales of some of the posts included in the annexed Table separately below:

(a) Medical Officers

(1) Prior to 1958, Medical Officers were allowed the following pay scales, viz.,—

			Rs.
1. Sub-Assistant Surgeons	100—250
2. Assistant Surgeons	200—450
3. Civil Surgeons	500—1,000
4. Professors of Medical Colleges	550—1,200
5. Principals of Medical Colleges	1,500—1,800
6. Director of Health Services	1,800—2,000

Except in a few cases, all the Medical Officers were allowed private practice. Those debarred from private practice were allowed non-practising allowance at specified rates.

(2) Before 1958, Sub-Assistant Surgeons belonged to a Subordinate Service. Assistant Surgeons formed the State Medical Service. Civil Surgeons belonged to the Higher Medical Service. The posts in items 4 to 6 above belonged to the General Service. In 1958 all the posts except a few Sub-Assistant Surgeons but including posts on the Preventive side were included in one Health Service. The designations "Civil Surgeons, Assistant Surgeons, etc.," were replaced by the term "Medical Officers (Gazetted)." The Sub-Assistant Surgeons were designated Medical Officers (Non-Gazetted). With the abolition of Medical Schools, recruitment of Sub-Assistant Surgeons or Medical Officers (Non-Gazetted) was stopped and the existing ones were made eligible for promotion to posts of Medical Officers (Gazetted) in the Health Service after completing ten years' service.

(3) The pay scales and other allowances that were fixed for the posts in 1958 were—

Basic pay scales

Designation.	Cadre strength.	Scales of pay.
Medical Officers (Gazetted)	.. 1,341	(i) Basic Grade—250—20—650. (ii) Selection Grade at 8 per cent. of the cadre—600—50—1,200. (iii) Special Selection Grade at 2 per cent. of the cadre—1,200—100—1,600.
Medical Officers (Non-Gazetted)	.. 863	(i) 125—10—325 for persons with licentiate qualification. (ii) 175—10—375 for persons with M.B.B.S. or M.M.F. qualifications.

Candidates recruited to the Basic Grade 250—650 are allowed higher initial pay and pensionary benefits also on the basis of “ante-dates” calculated according to a fairly complex formula, viz.,—

- (a) Up to a maximum of 18 months, for candidates recruited between the ages of 28 and 32 years and possessing higher Post-Graduate qualification; and
- (b) Without any limit, for experienced specialists recruited between the ages of 28 and 45 and possessing Post-Graduate degree, diploma or equivalent qualifications.

We consider that there should be a maximum limit in the case of the Specialists also and suggest that it be fixed at five years as proposed for the other services. For pensionary benefits, the maximum is five years for those to be recruited on or after 1st January 1963. This benefit may continue. For persons recruited before the 1st January 1963, however, there is no such maximum. We see no reason for this discriminatory treatment and the maximum should uniformly apply to them also.

Non-Practising Allowance

All Medical Officers have been made non-practising. As a purely transitional measure, the Medical Officers with specialist qualification or experience posted at hospitals in the district or subdivisional headquarters and in non-teaching institutions have been allowed the benefit of controlled private practice though no rules for such practice have yet been issued. All others were given non-practising allowance in lieu of private practice at the following rates:—

(i) Gazetted Medical Officers

	Rs.
(a) For officers on the basic grade 250—650—	
(i) Up to five years' service	75 per month.
(ii) Above five years' and up to 15 years' service ..	100 per month.
(iii) Above 15 years' service	150 per month.
(b) For officers on Selection Grade of Rs.600—1,200 ..	200 per month.
(c) For officers on Special Selection Grade of Rs.1,200—1,600	300 per month.
(d) For Director of Health Services	400 per month.

(ii) Non-Gazetted Medical Officers

	Rs.
(a) Up to five years' service	40 per month.
(b) Above five years' and up to 15 years' service ..	60 per month.
(c) Above 15 years' service	75 per month.

Besides Non-Practising allowance, special pays in the shape of Specialist pay, Teaching allowance, Public Health pay or Administrative pay are attached to some posts in the cadre of Gazetted Medical Officers, subject to the condition that the total emoluments of Gazetted Medical Officers (excluding house rent allowance and dearness allowance) are not allowed to exceed—

- (a) Rs.2,250 per month in the case of Director of Health Services; and
- (b) Rs.2,000 per month in the case of other Medical Officers.

(4) The pay scale and allowances of the Medical Officers—both Gazetted and Non-Gazetted—have lately been revised and it is not in our opinion necessary to change the existing rates beyond standardising them in one or other of the scales suggested by us. We accordingly recommend for the Medical Officers pay scales as follows:—

			Rs.
Medical Officers (Gazetted)—			
Basic Grade	300—20—500—25—750.
Selection Grade	700—50—1,250.
Special Selection Grade	1,300—60—1,600.

Medical Officers (Non-Gazetted)—

- (a) For persons with qualifications of M.B.B.S. or M.M.F. 225—10—325—15—475.
- (b) For persons with licentiate qualification. 200—10—400.

The Non-Practising allowance and the special pays may continue at the existing rates, except that the administrative pay should not be admissible to Medical Officers other than—

- (i) Director of Health Services;
- (ii) Principals of Medical Colleges; and
- (iii) Superintendents or Heads of large hospitals or institutions.

We support the Non-Practising system, which is in accord with modern thinking and has, therefore, been introduced in the recent revision. The Health Service Association has also supported the Non-Practising system and has pointed out that there should be no exception to it, as except one are very much resented. If the few exceptions are to remain for a while, the rules should be issued forthwith. We, however, suggest that the sooner these exceptions are done away with the better. It is important to note that the present scales were introduced recently on the basis that the posts would be non-practising. We also have made our recommendations about pay scales on the same basis.

At present the Selection Grade or the Special Selection Grade is not attached to posts but to persons considered fit up to a maximum limit calculated on the basis of the cadre strength. It is well worth consideration whether these grades should apply to posts (and not to persons) constituting the Selection Grade posts and the Special Selection Grade posts into two Higher Cadres, recruitment being made wholly or mainly by promotion. We have not been able to go into the matter fully enough to enable us to make a definite recommendation. But we do see many advantages in the proposal and we commend it for the consideration of Government.

(b) Other Officers—Gazetted and Subordinate

(5) Public Analyst, Food and Water, and Government Analyst, Drug Control Laboratory—These posts are usually filled up by direct recruitment of qualified Chemists with adequate experience. Medical Graduates are sometimes appointed to fill up the post of Government Analyst, Drug Control Laboratory. While Medical Officers may continue to be appointed to these posts on their grade pay, we suggest that qualified Chemists on appointment may be given pay in the scale of the Senior Education Service (400—40—1,000—50—1,250), with provision for higher initial pay for direct recruits at the rate of one advance increment for every completed year of specialised Post-Graduate Training and/or experience in the line, subject to a maximum of five such increments. It should also be considered if these two posts cannot be included in the cadre of the Senior Education Service and filled up by deputation from that service.

(6) Officer-in-Charge, Co-ordination, Office of the Director of Health Services—This is a new post, its duties being similar to those of a Registrar in the Secretariat Departments. It was filled up only for a short period by promotion of a Senior Head Clerk in the Department of Health; but on his promotion to the post of Assistant Secretary, the post has been kept vacant. In the Directorate of Health Services, there are a number of Administrative Officers who can be entrusted with the duties of the post without detriment to their own work. We accordingly suggest that the post be abolished.

(7) Inspector of Stores, Central Medical Stores—We are informed that this post is now held by a Sub-Assistant Surgeon on the scale 250—750 (*plus* the allowances), which is higher than the basic grade of the Gazetted Medical Officers. If Government consider that the appointment of a Medical Officer is essential in the post, we suggest that it should be included in the cadre of the “Medical Officers” on their own grade pay. Otherwise necessary recruitment qualifications for the post should be decided and appropriate pay scale fixed on the basis of the pay scales for comparable posts in other offices. The present holder of the post (i.e., the Sub-Assistant Surgeon) may, however draw pay in the scale of “Non-Gazetted Medical Officers”.

(8) Secretaries, Medical Colleges and Hospitals—The recruitment qualifications for the posts have not yet been fixed. Most of them are now held by persons promoted from office. We suggest that the recruitment qualifications should first be fixed and the appropriate pay scale then decided on the basis of the scale suggested for comparable posts in other offices.

(9) Demonstrators of Chemistry of State Medical Colleges, Assistant Chemical Examiner (Gazetted) and Chemist, Drug Control Laboratory—Recruitment difficulties to these posts have been reported to us. We suggest that these posts should be included in the Junior Education Service, the posts of Demonstrators in the State Medical Colleges, the Assistant Chemical Examiners and the Chemist being filled up by deputation from the said Service.

(10) Inspector of Drugs—Two of these posts are held by Gazetted Medical Officers on their own grade pay and the others by persons possessing a degree in Pharmacy or Pharmaceutical Chemistry or a Post-Graduate degree in Chemistry with Pharmaceutics as a special subject, on the scale 200—450. It has been suggested to us that the pay scale of the Non-Medicalmen should be fixed in the scale of Gazetted Medical Officers. We do not, however, find the proposal acceptable. Persons

with similar or slightly higher qualifications holding comparable posts in other departments are usually allowed pay in scales not higher than 200—450. We suggest that the revised version of the scale 200—450, viz., 250—15—550 should be made applicable to the Non-Medical Inspectors of Drugs.

(11) Subordinate Health Service (Non-Medical Technical Personnel)—The cadre was reorganised in 1960 on the basis of the existing pay scales and dearness allowance and food allowance. It is composed of four different groups—(1) Hospital Services, (2) Sanitary and Field Services, (3) Rehabilitation, Health Education and Social Services, and (4) Miscellaneous Technical Services, each group being considered as a separate unit for the purpose of appointment, promotion, etc. There are three different scales—55—130, 100—200 and 150—300 in Group Nos. (1) and (2), and 100—200, 150—300 and 350—450 in Group No. 3 and 50—75, 55—130 and 100—200 in Group No. 4. Besides, there are two personal scales—50—75 in Group Nos. (1) and (2), and 55—130 in Group No. 3 for persons who did not possess the prescribed minimum qualifications for the respective groups on the date of reorganisation. These personal scales will cease to exist with the existing incumbents vacating the posts. We consider that all these scales require revision on the basis of the suggestions made elsewhere in respect of such scales.

4. Subject to the above observations and consistently with the principle which we have adopted elsewhere, our recommendations in respect of the posts are shown in column 7 of the annexed Table.

(c) *Nursing Staff in Hospitals and Clinics*

5. In this category, we have included Nursing Superintendents, Deputy Nursing Superintendents, Sisters, Sister-Tutors, Instructors, Assistant Matrons, Matrons, Staff Nurses, Assistant Nurses and Sevikas or Sevaks employed in all departments or offices (including those under the Department of Health). The Sevikas or Sevaks are untrained Nurses and have been appointed to tide over the difficulties arising out of the present shortage of trained Nurses. In future there may be no recruitment in these categories.

6. The distribution of the staff in various scales and their number are shown below:

In hospitals/clinics, etc., under—					Scales of pay.
Health Depart- ment.	Jail Depart- ment.	Police Depart- ment.	Education Depart- ment.	Relief Depart- ment (Vagrant Homes).	Ra.
96	350—10—450.
..	1	..	300—10—400.
223	150—5—240—10—300.
..	..	1	2	..	200—5—250.
958	100—4—180—5—200.
..	1	9	3	..	130—5—180.
..	..	50	90—4—130.
1,916	1	{ 55—3—118—4—130.
					{ 40—1—60.
		126	..	12	60—3—80.

7. The Nursing Cadre in the Department of Health has lately been rationalised and pay scales sanctioned on the basis of qualifications are shown below:

Category.	Scale of pay:	Qualifications and methods of recruitment.
	Rs.	
Grade I Nurse— (3 per cent. of the cadre).	(1) 350—10—450	Posts on Rs.350—10—450 are usually filled up by promotion of Nurses who have completed at least five years' service on the scale Rs.150—300 and have passed a departmental examination for such promotion. Posts on Rs.150—300 are filled up either by direct recruitment of Nurses possessing B.Sc. degree in Nursing or by promotion of Nurses who have completed at least five years' satisfactory service in Grade II and have passed the departmental examination for such promotion.
(7 per cent. of the cadre).	(2) 150—5—240—10—300.	
Grade II Nurses— (30 per cent. of the cadre).	100—4—180—5—200	Direct recruitment by selection of registered Senior or Junior trained Nurses or by promotion of Nurses who have completed at least five years' service in Grade III and have passed a departmental examination for such promotion.
Grade III Nurses— (60 per cent. of the cadre).	55—3—118—4—130 ..	Registered Auxiliary Nurse-cum-Midwives. Direct recruitment or by selection of Sevikas after training.
Grade IV Nurses	40—1—60	Direct recruitment of untrained Nurse-aids or Sevikas.

In addition to pay in the above scales, the following concessions are also admissible to the Nurses under the Health Department:—

- (a) Rent-free furnished quarters or House Rent Allowance at 10 per cent. of pay subject to a minimum of Rs.10 in lieu thereof;
- (b) Free food at a cost not exceeding Rs.2 per diem in lieu of Dearness Allowance. Where no messing facilities exist, Dearness Allowance and Food Allowance at the existing rates are paid in lieu of free food;
- (c) Amenity Allowance of Rs.10 to those who are provided with unfurnished quarters and also to those who cannot be provided with any Government quarters;
- (d) Uniform and Washing Allowance at the rate of Rs.10 per month.

8. Trained Dais, Midwives and Lady Health Visitors are included in the cadre of the Nursing Service, they being treated for the purpose of their pay scales, as in Grades IV, III and II respectively. They are also eligible for the other benefits admissible to the members of the Nursing cadre and for promotion to the higher grades, subject to their qualifying in a test that may be prescribed by the Director of Health Services.

9. It will thus be noticed that the Nursing staff under the Department of Health are normally entitled to free food and free quarters over and above their grade pay. They thus stand on a different footing from most other Government servants. Their emoluments have been revised

lately: nevertheless, difficulties in getting suitable personnel and in retaining them in service have been reported to us. We accordingly suggest improved pay scales as follows:—

Category.	Present scale of pay.	Proposed scale.
	Rs.	Rs.
Grade I Nurse	(i) 350—450	350—25—525.
	(ii) 150—300	175—7—245—8—325.
Grade II Nurse	100—200	125—3—140—4—200.
Grade III Nurse	55—130	65—3—80—4—140.

In addition, all the other concessions enumerated in paragraph 7 will be admissible to them.

Grade IV Nurses are all untrained and we do not propose any change in their existing pay scale.

Regarding Nurses in other departments, we suggest that they should be included in the Nursing cadre of the Health Department and allowed the scales sanctioned by that department. This will not only remove the present anomalies but also open out avenues of promotion to the holders of posts under the Departments of Home (Police), Home (Jails), Education and Relief.

(d) Staff for Plague Control

10. The Plague Control staff were sanctioned in 1951 to combat the emergency which arose at the time. These staff are still being retained on year to year basis on ad-hoc rates of pay as shown below:

Name of the posts.	Number of posts.		Scales of pay.
	Perma- ment.	Tempo- rary.	
Rat Destruction Officer			Rs.350 with increment of Rs.50 after every 2 years.
Rat Collection Officer			Rs.190 with increment of Rs.8 after every 2 years.
Doctors ..			Rs.132 with increment of Rs.6 after every 2 years.
Sanitary Inspectors			Rs.108 with increment of Rs.6 after every 2 years.
Laboratory Technicians			Rs.84 with increment of Rs.6 after every 2 years.
Squad Supervisors	10		Rs.72 with increment of Rs.4 after every 2 years.
Health Assistants			Rs.66 with increment of Rs.4 after every 2 years.
Laboratory Assistants			Rs.60 with increment of Rs.4 after every 2 years.
Mechanic ..			Rs.60 with increment of Rs.4 after every 2 years.

Name of the posts.	Number of posts.		Scales of pay.
	Perma- nent.	Tempo- rary.	
Motor Driver	3		Rs.75, Rs.50 (fixed).
Senior Clerk	1		Rs.144 with increment of Rs.6 after every 2 years.
Accountant-cum-Cashier	1		Rs.108 with increment of Rs.6 after every 2 years.
Lower Division Clerk	2		Rs.66 with increment of Rs. 4 after every 2 years.
Typist	1		Rs.66 with increment of Rs.4 after every 2 years.
Store -Keeper	2		Rs.60 with increment of Rs.4 after every 2 years.
Orderly, Peons, Durwan, Mistry, Labourer, Sweeper, Dome, Cleaner	82		Rs.12 with increment of Re.1 after every 4 years.

The emergent situation no longer exists. The ad hoc arrangements, necessarily of an improvised type, have continued too long. Government have not yet come to any conclusion if any staff is necessary on a permanent basis. We, therefore, recommend that these posts be abolished. If Government later on decide that it is necessary to continue the work as a long-term measure, appropriate staff may then be appointed.

11. *Special Pays.*—The following special pays are attached to some of the posts, viz.,—

Item No.	Designation of the posts.	Number of posts.	Amount of special pay. (per month).	Reason for granting the same.
			Rs.	
1	Secretary, Seth Suklal Karnani Memorial Hospital.	1	55	For checking the Store Account Books and the drugs.
2	Gouripur Leprosy Colony, Bankura—			
	Laboratory Technician ..	1	25	Risk allowance treated as special pay.
	Non-Medical Assistant ..	5	25	Ditto.
	Pharmacist ..	9	10	Ditto.
	Health Visitor ..	1	10	Ditto.
3	Leprosy Clinic, Purulia—			
	Mobile Medical Assistant	4	25	Ditto.
	Pharmacist ..	2	10	Ditto.
4	Infectious Diseases Hospital—			
	Steward/Dietician ..	2	40	Ditto.
	Ward Masters ..	3	10	Ditto.
	Social Workers ..	4	10	Ditto.
	Linen Keepers ..	2	10	Ditto.
	Kitchen Supervisor ..	1	10	Ditto.

Item 1.—We are informed that the work of checking the Store Account Book and the Drugs is done in other hospitals by the existing staff without any extra remuneration. We, therefore, do not find any justification for continuing the special pay of the Secretary and suggest that it should be withdrawn.

Items 2 to 4.—We suggest no change in the existing rates.

TABLE
Statement showing the distribution of posts in the Department of Health among different scales of pay, their number and their methods of recruitment
 (Chapter 43, para 1.)

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scales.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness allowance and Food allowance.	Total.	
(a) Medical officers							
Health Service (Gazetted)—				Rs.	Rs.	Rs.	Rs.
(a) 90 per cent. of the cadre	.. By direct recruitment of M.B.B.S.	1,232	109	250—650	60—114	310—764	300—20—500—25—750
(b) 8 per cent. of the cadre	.. By promotion from 250—650			600—1,200	105—210	705—1,410	700—50—1,250
(c) 2 per cent. of the cadre	.. By promotion from 600—1,200			1,200—1,600	210—263	1,410—1,863	1,300—60—1,600.
Health Service (Non-Gazetted)—							
For M.B.B.S. or M.M.F.S.	.. By direct recruitment	728	135	175—375	55—70	230—445	225—10—325—15—475.
For Licentiates	..			125—325	50—70	175—395	200—10—400.
(b) Others							
	(i) <i>Gazetted</i>						
Assistant Director, Nursing	.. Both by direct recruitment and also by promotion from the Nursing cadre.	1	..	600—1,200	105—210	705—1,410	700—50—1,250.

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scales.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	Rs.
Public Analyst, Food and Water ..	By direct recruitment and by promotion of Chemist on 150—400.	1	..	500—1,000	88—175	588—1,175	(i) For Medical Graduates—Pay in their own time scale.
Government Analyst, Drug Control Laboratory.	By direct recruitment of Medical Graduates or Graduates in Chemistry.	1	..	500—1,000	88—175	588—1,175	(ii) For others—As for officers in the Senior Education Service (400—40—1,000—50 1,230.)
Officer-in-Charge, Office of the Director of Health Services.	By transfer from W. B. C. S. or by promotion of Head Clerks and Upper Division Clerks in the Secretariat.	1	..	250—850	60—149	310—999	To be abolished.
Inspector of Stores, Central Medical Stores.	Held by a Sub-Assistant Surgeon	1	..	250—750	60—131	310—881	Pay as for "Non-Gazetted Medical Officers."
Secretary, Medical Colleges and Hospitals.	7	..	250—650	60—114	310—764	Recruitment qualification should be decided first and the pay scale then fixed.
Inspector of Drugs ..	When held by Medical Graduates	4	6	250—650	60—114	310—764	Pay in the scale of the West Bengal Health Service.
	When held by Pharmaceutical Graduate of the Benaras University, etc.			200—450	55—79	255—529	250—15—550

To be included in the Junior Education Service.

Assistant Chemical Examiners ..	By direct recruitment or by promotion of Assistant Chemical Examiners on 150—400. Direct recruits should have at least a Second Class Master's degree in Chemistry.	2	..	200—450	55—79	255—529	To be included in the Junior Education Service.
Demonstrators of Chemistry, State Medical Colleges.	First or Second Class M.Sc. degree in Chemistry.	10	..	200—450	55—79	255—529	To be included in the Junior Education service.
Chemist, Drug Control Laboratory	By direct recruitment	1	..	200—450	55—79	255—529	

(ii) Non-Gazetted (Subordinate)

Lady Superintendents—

(i) Calcutta Medical College	..	By direct recruitment	1	..	200—250	55—60	255—310	} 175—7—245—8—325.	
(ii) Nil Ratan Sarkar Medical College.	..	Ditto	..	1	200—250	55—60	255—310		
Assistant Biochemist, Calcutta Medical College Hospital.		By direct recruitment. M.Sc. in Physiology.	3	1	} 150—400 50—70 200—470 225—10—325—15—475				
Assistant Chemical Examiner, Office of the Chemical Examiner.		By direct recruitment. M.Sc. in Chemistry.	7	4					
Chemist, Office of Public Analyst, Food and Water.		By direct recruitment. B.Sc. with Chemistry and practical experience.	9	2					
Chemist, District Health Offices, Birbhum and Nadia.		Ditto	2	..					

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scales.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Rs.	Rs.	Rs.
Smoke Observer, Office of the Chief Inspector, Smoke Nuisance Com- mission.	By direct recruitment. Matric with pass certificate of B.O.A.T.	3	..	100—225	45—60	145—285	175—7—245—8—325.
Lantern Lecturer, District Health Office, Purulia.	2	..	55—130	45—50	100—180	125—3—140—4—200.
Subordinate Health Service (Non- Medical Technical Personnel)—							
(1) Hospital Service—							
Laboratory Assistant, Laboratory Technicians, Technicians (in- cluding X-Ray Technician), Radiographer, Pharmacists, Compounders, Media Makers, Demonstrator (Non-Medical), Dental Technician, Ward Master, Steward, Instrument Care-taker, Dental Mechanics, House-Keepers—							
Personal scale	..	16	..	50—75	35—45	85—120	100—3—136—4—140.
60 per cent. of the staff	..	1,200	..	55—130	45—50	100—180	125—3—140—4—200.
30 per cent. of the staff	..				100—200	45—55	145—255 150—5—250.
10 per cent. of the staff	..				150—300	50—65	200—365 300—10—400.

(2) Sanitary and Field Services—

Sanitary Inspectors, Health Assistants or Inspectors, Malaria Inspector, Anti-Malaria Supervisor (Non-Medical), Malaria Surveyor, Leprosy Assistant (Non-Medical), Sanitary Assistant, Medical Assistant, Mobile Medical Units, Malaria Field Assistants, Vaccinator, B.C.G. Technician, T. B. Home Visitor—	2,480	..	50—75	35—45	85—120	100—3—136—4—140.
Personal scale	..						
60 per cent. of the cadre	..	1,930	{	55—130	45—50	100—180	125—3—140—4—200.
30 per cent. of the cadre	..			100—200	45—55	145—255	150—5—250.
10 per cent. of the cadre	..			150—300	50—65	200—365	200—10—400.

(3) Rehabilitation, Health Education and Social Service—

Physiotherapist, Occupational Therapist, Prosthesis Technician, Draftsman, Artist, Dietician, Health Inspectors for Refugee Children, Assistant Physiotherapist, Social Workers (including Social Guide), Assistant Occupational Therapist, Masseurs—	31	..	55—130	45—50	100—180	125—3—140—4—200.
Personal scale	..						
30 per cent. of the cadre	..	68	{	100—200	45—55	145—255	150—5—250.
60 per cent. of the cadre	..			150—300	50—65	200—365	200—10—400.
10 per cent. of the cadre	..			350—450	70—79	420—529	350—25—525.

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.			Proposed scales.
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.	
				Rs.	Ra.	Ra.	Ra.
(4) Miscellaneous Technical Services—							
Mechanic, Tailor, Fitter, Car- penter, Fitter-cum-Electrician, Mending Assistant, Museum Keeper, Dresser, Boilerman, Motor Driver or Mechanic, Diet Saker, Epidioscope Operator, Kitchen Supervisor, Linen Keeper, Laundry Chargeman/Woman, Taxider- mist, Electro-Cardiograph Assistant—							
60 per cent. of the cadre	..			50—75	35—45	85—120	100—3—136—4—140.
30 per cent. of the cadre	..	24	..	55—130	45—50	100—180	125—3—140—4—200.
10 per cent. of the cadre	..			100—200	45—55	145—255	150—5—250.

CHAPTER 44**Industries**

The Department of Industries is expanding fast as a result of the Five-Year Plans. The impress of quick expansion is manifest in its organisation which does not appear to be well-knit or well co-ordinated.

At the Headquarters Office, there is, besides the Director and the Additional Directors, a number of Joint, Deputy and Assistant Directors in charge of the different Development Schemes, with a host of subordinate staff under them. Broadly, the Development Schemes in this department fall under one or other of three categories, viz.,—

- (a) Training;
- (b) Training-*cum*-Production; and
- (c) Commercial or semi-commercial undertakings.

We have not been given any relevant data to consider the staff requirements of any of the above categories. The financial results of the schemes of the third category are available in the revised budget estimates of 1960-61. As financial results are important in admittedly commercial or semi-commercial schemes, we summarise them in the following Table:—

TABLE

[The figures are in thousands of rupees.]

Name of the industry.	Total capital outlay.	Gross receipt.	Working Expenses.					Interest charge.	Total of columns (9) and (10).	Net Gain (+) Net Loss (-).	
			Establishment.	Wages.	Raw materials.	Contin- gencies.	*Other expenses.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Wood Industry	17,15	2,18	86	64	1,34	2,84	67	3,51	-1,33
General Engineering Work- shop, Howrah.	3,54	8,50	1,18	..	2,98	1,16	3,92	9,24	13	9,37	-87
Lock Factory	2,18	55	21	51	66	26	22	1,86	7	1,93	-1,38
Sales Emporia	2,73	47	73	7	23	1,03	11	1,14	-67
Development of Bone China Earthenwares.	3,52	1,50	38	1,50	40	12	17	2,57	14	2,71	-1,21
Supply of Processed Clay for Sanitary Wares and Elec- trical goods.	3,93	2,00	8	1,25	55	12	30	2,30	15	2,45	-45

*Includes publicity and depreciation charges.

' It will appear from the above Table that the working expenses in all the industries are higher than the gross receipts. In the case of the Lock Factory, Sales Emporium and the Bone-China Earthenwares, the result is disappointing, as their wage bill alone exceeds the gross receipts by 50 per cent. in the case of the Sales Emporium and 30 per cent. in the other two cases. The position calls for immediate attention. We accordingly suggest that Government should take immediate steps to organise the Directorate on a sound footing. If necessary, an enquiry into the matter may be made through a suitable agency.

2. Most of the Executive posts, Gazetted or subordinate, require a degree or a diploma in Engineering, some in technology and some in the natural sciences. There are also posts where only practical training in the different branches of the trade is necessary but no degree or diploma. The number of posts in the different categories is not inconsiderable, but they are so isolated and uncorrelated that the recruits are not aware of their future prospects in the service.

The recruitment qualifications in many posts are stated to be a "degree or diploma." In prescribing qualifications it is usual to state the minimum required. To state higher qualification as alternative to the lower is meaningless and should be avoided. In these days of shortage of qualified personnel in relation to the fast increasing requirement of the Plans it is against public interest to insist on higher qualifications where lower qualifications would suffice. All qualifications require revision and standardisation accordingly. Further, both in the public interest as well as in the interest of the employees, it is necessary to classify the posts into regular cadres, adequate and suitable provision being made for promotion or transfer from one cadre to another.

3. The present pay scales do not conform in most cases with those of corresponding posts in other establishments. The present shortage in qualified personnel calls for the strictest co-ordination in pay scales if we are to avoid the highly prejudicial and vicious process of frequent rolling of such personnel. We have kept this important consideration in view in making our recommendation.

We observe a basic difference in the organisation of the services in the Engineering Establishments on the one hand and in organisations like Industries, Agriculture, etc. In the Engineering Establishments, the minimum academic qualifications are generally the same—both in the higher and in the lower posts. Promotion from the lower to the higher grades is thus usually the rule; but in the other organisations, viz., Industries, Agriculture, etc., the academic qualifications vary from branch to branch and often from post to post. Direct recruitment is also made to the higher posts. This difference in the organisation should ordinarily be reflected in the pay scales also.

4. The department has under its control four training institutions, viz., the College of Textile Technology, Serampore and Berhampore; the College of Leather Technology and the Bengal Ceramic Institute, Calcutta. The annual intake of students in the training institutions is 10 in the College of Leather Technology and 30 in each of the other institutions.

The administrative department have suggested that the pay scales of the posts in these institutions should be similar to those in the Engineering Colleges.

Compared with the Engineering Colleges in this State, the annual intake of students, periods of training, etc., in the technological institutes under consideration are roughly as follows:—

Annual Intake of students.	Period of training.	Total marks in Degree Course— Theoretical and Practical.		
		Part I.	Part II.	Total.
Engineering Colleges—				
Bengal Engineering College,—400	} 5 years (a)	2,000	2,000 (average);	4,000
Durgapur College,—200 ..				
Technological Institutions—				
(i) College of Leather Technology, —10.	} 4 years (a)	1,000	1,000	2,000
(ii) Other Institutions each,—30				

(a) After the introduction of the Higher Secondary Course.

The minimum qualifications required for appointment are also much lower in these institutions than in the Engineering Colleges.

No comparison with the rates of remuneration in Engineering Colleges is thus possible. We are of the opinion that the scales of pay in these Technological Institutions should be fixed on merit, with due regard to the availability of candidates with the required qualification and also to the pay scales prevailing in other offices.

5. The administrative department have, for the purpose of the pay scale, classified the Executive posts—Gazetted and Subordinate—into 12 groups and have suggested that the pay scale in each group should be the same (*vide* the Table annexed).

The groups include, among others, Statistical staff and some posts of Overseers, Estimators, Draftsmen, Artists and Librarians. Such posts are common to several departments. Hence for convenience, we have dealt with these posts in the relevant Chapters concerning such staff.

The groups also include posts in the “Sericulture” industry which are now on lower scales and are proposed to be upgraded. The industry was so long in a moribund state; majority of its staff were inexperienced and ill-paid. With Independence, Government are taking all possible steps to improve the industry by recruiting educated and well-trained personnel. Under the circumstances, appropriate pay scales should be attached to these posts having regard to the recruitment qualifications and the duties of the posts.

Part-time posts have also been shown in the groups. In the absence of any relevant data, it has not been possible for us to consider if the posts are required on a whole-time basis on regular time-scales of pay. We have, therefore, excluded these part-time posts from our consideration.

Regarding the others, our observations on each of the groups are as follows:—

Groups 1 to 4.—In these groups are included, among others, the

(a) Posts of Director, Additional Directors, Joint Directors and Deputy Directors;

(b) Posts of Principals or Superintendents in the Technological Institutes; and

(c) Vice-Principals and Assistant Professors on 250—750 in the Technological Institutes.

As observed earlier, the Technological Institutes are small units. We recommend that the Vice-Principals or the Assistant Professors in these institutes should be on the pay scale 300—30—900, which we have elsewhere proposed for the posts on the present scale 250—750. All the other posts in these four groups should be organised in a regularly constituted service, viz., the "Senior Industrial Service," with provision for promotion from the lower posts. Regarding their pay scales our recommendations are as follows:—

Rs.		
Director	1,800—100—2,000.
Additional Directors	1,500—60—1,800.
All other posts	400—40—1,000—50—1,250.

Group 5.—Some of the posts on 250—750 included in this group require a degree in Engineering while in others, the recruitment qualification is either a degree in Technology or in the Natural Sciences. Following the general principle adopted by us, we suggest for the posts requiring a degree in Engineering pay in the scale 325—30—475—35—1,000. For the others, a scale of 300—30—900 is recommended.

The group also includes—

- (a) one Community Project Officer, Baruipur Development Block, on 450—800;
- (b) posts mostly supervisory in nature, in some of the small-scale industries on 300—500;
- (c) Lecturers in the Technological Institutes on 200—450; and
- (d) Designer in Boot, Shoe and Leather Goods Making on 200—450 and Research and Liaison Officer on 150—400 in the College of Leather Technology.

The recruitment rules for the Community Project Officer, Baruipur Community Development Block, has not yet been fixed. He is in-charge of the Small Industrial Estate at Baruipur and the Development Schemes at the centre and is on a pay scale equivalent to that of the Leaders in the Community Development and Extension Service Blocks. For the latter, we have suggested pay in a scale of 250—15—550 and we suggest that the same be made applicable here also.

Majority of the posts in the Small Scale Industries on the scale 300—500 require a diploma in Engineering or Technology. Persons with similar qualification in the Engineering Departments get much less pay and we are recommending for them a pay scale of 200—10—400. As the duties of these posts are supervisory we would suggest for them a scale of 250—15—550.

The minimum qualification for the Lecturers in the Technological Institutes is a Bachelor's degree against Master's degree (with Second Class both at the degree stage and the Master's stage) in the Educational Institutions under the Department of Education. Parity with the pay scales of the Lecturers under Education Department may not thus be claimed. We suggest for them pay in the scale of 250—15—550.

The duties in the posts of Designer and the Research and Liaison Officer in the College of Leather Technology being broadly the same as those of the Toy Designer and the various other posts included by the department in Group 6, we propose to deal with their cases in the said group.

Subject to the above observations, we propose that this group should contain all the posts on the present pay scale 250—750 (including those discussed under Group Nos. 1 to 4), the others included in this group being left to be considered along with Group 6. We further recommend that all the posts in this group should be organised in a regular cadre to be termed as the "Industrial Service" provision being made for promotion from the Lower Services, as suggested in the case of the proposed "Senior Industrial Service."

Group Nos. 6 to 8.—The recruitment qualifications in a majority of the posts in Group Nos. 6 and 7 is a diploma in Engineering or Technology or a degree in Natural Sciences. In some cases, practical training in the different branches of Trades is considered adequate. Group No. 6 also includes Supervisory, Inspecting or Highly Skilled posts.

Group No. 8 includes posts of Instructors, Supervisors, Weaving Teachers, etc., who are in a majority of the cases, Matriculates with diploma in Engineering or Technology. Some in this group are skilled or semi-skilled workers with practical experience or a certificate in respective trades from the different training institutions. It also includes two posts of Pupil Teachers in the College of Textile Technology, Serampore, who remain on training for a period of about a year on completion of their degree or diploma course on a fixed sum of Rs.45 each per month.

The administrative department have proposed to organise the posts in the above three groups in a three-tier-hierarchy, the pay scales in each group being identical. We agree generally with it except that—

- (a) There should be a separate group on a slightly higher scale to include the Supervisory, Inspecting and Highly Skilled posts in Group 6 and also those in Group 5 for which we have proposed the scale 250—15—550;
- (b) The posts of Laboratory Assistants in Group 7 should be on the pay scale 150—5—250 which we have proposed for similar posts elsewhere;
- (c) The pay scales of the Skilled and Semi-Skilled employees in Group 8, viz.,—
 - (1) Mechanic Fitter, Wood Industries Centre on 110—150;
 - (2) Assistant Foreman Instructor, Cotton and Wool Weaving Centre, Darjeeling, on 150 (consolidated);
 - (3) Grinder and Electroplater in Central Workshop on 110—150;
 - (4) Field Organiser-cum-Instructor, Pilot Project Scheme, on 110—150;
 - (5) Electrician, Darjeeling Industrial School, on 125—225;
 - (6) Carpenter, Darjeeling Industrial School, on 110—150;
 - (7) Demonstrator, Mat Scheme, on 110—150;
 - (8) Assistant Foreman, Wool Weaving, on 150 (consolidated);
 - (9) Head Jobber and Head Block Printer in the College of Textile Technology, Berhampore, on 90—130;

should be in one or other of the scales proposed for those in Group Nos. 9 to 12; and

- (d) The fixed sum of Rs.45 per month paid to each of the Pupil Teachers in the College of Textile Technology, Serampore, is of the nature of an out-of-pocket money and cannot be treated as pay for our purpose. We have, therefore, left this out of our consideration.

Subject to the above comments, we suggest pay scales as follows:—

- (i) For posts in Group 6 (including those in Group 5 proposed to be considered in this group), viz.,—

Name of the posts.	Proposed scale of pay.
	Rs.
Community Project Officer, Baruipur, Development Block.	} 250—15—550.
All posts on the present scale 300—500 ..	
Lecturers in the Technological Institutes on 200—450.	
Designer in Boot, Shoe and Leather Goods Making in the College of Leather Technology.	} 250—15—550.
Superintendent, Silk Conditioning House ..	
Lady Inspector	
Superintendent, Tailoring Institute ..	
Supervisor, Apprenticeship	
Special Officer, Silk, Hand Made Paper, Industrial Centres and Quality Marking.	
Superintendent, Sports Goods Training Centre	
Coir Expert, Paint Technologist, and Toy Designer	
Supervisor, Central Workshop	} 200—10—400.
Others in Group 6 and the Research and Liaison Officer in the College of Leather Technology in Group 5.	

- (ii) For posts in Group 7 (Except the Laboratory Assistants). 175—7—245—8—325.

- (iii) For Laboratory Assistants in Group 7 and the posts in Group 8 [excluding the skilled and semi-skilled workers mentioned in item (c).] 150—5—250.

Groups 9 to 12.—Posts included in these groups are generally held by skilled, semi-skilled or unskilled employees with practical experience or a certificate in respective trades from the different training institutes. There are also a few who are matriculates with experience or training in different trades; but we do not consider that their duties and responsibilities are more arduous or responsible than those of the skilled or semi-skilled workers requiring certain amount of education and training.

Inclusive of the skilled and semi-skilled staff mentioned in Group 8, the distribution of the staff in different scales is as follows:—

Item No.	Scale of pay.	Number of posts.
1	.. 125—225 ..	21
2	.. 150 (consolidated)	12
3	.. 110—150 ..	17
4	.. 70—150 ..	15
5	.. 80—180 ..	5
6	.. 55—130 ..	22
7	.. 90—130 ..	12
8	.. 75—105 ..	58
9	.. 55—100 ..	23
10	.. 60—90 ..	25
11	.. 50—80 ..	113
12	.. 50—75 ..	34
13	.. 40—60 ..	158
14	.. 35—50 ..	3
15	.. 100 (consolidated)	17
16	.. 95 (consolidated)	5
17	.. 90 (consolidated)	1
18	.. 75 (consolidated)	3
19	.. 35—45 ..	1
20	.. 30—45 ..	131
21	.. 25—35 ..	18
22	.. 20—25 ..	17
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The scale 90—130 mentioned above includes one Motor Driver in the Industrial Estate, Howrah. He does not appear to possess any certificate about his mechanical knowledge from any recognised institution, nor has he any special training in such an institution. We suggest for him pay scale as for other Motor Drivers, viz., 100—3—136—4—140.

For the others, we suggest pay scales as follows:—

Item number.	Proposed scales.
	Rs.
1 to 7	140—5—210.
8 to 12	100—3—136—4—140.
13 to 17	80—1—85—2—105.
18 to 21	65—1—85.
22	60—1/2—65—1—75.

6. *Special Pays.*—The following special pays are attached to some of the posts:—

Name of the posts.	Number of posts.	Amount of special pay.	Reason for granting the same.
		Rs.	
(1) Joint Directors	4	100 per month each	For arduous nature of duty.
(2) Principals, Colleges of Textile Technology, Serampore, and Berhampore.	2	100 per month each	Ditto.
(3) Principal, College of Leather Technology, Calcutta.	1	100 per month ..	Ditto.
(4) Superintendent, Ceramic Institute, Calcutta.	1	100 per month ..	Ditto.
(5) Vice-Principals, Colleges of Textile Technology, Serampore, and Berhampore.	2	50 per month each	Ditto.
(6) Vice-Principal, College of Leather Technology, Calcutta.	1	50 per month ..	Ditto.
(7) Jute Weaving Instructor, Serampore.	1	15 per month ..	As Hostel Superintendent.
(8) Transport Supervisor, Office of the Deputy Director, Marketing.	1	35 per month ..	For arduous nature of duty.

Item No. 1.—In the case of other Directorates, we have proposed that Joint or Deputy Headships when drawing pay in the Senior State Service should not be given any special pay. Following the said principle, we suggest that the existing special pay of the Joint Directors should be withdrawn and that their designation be changed to that of Deputy Directors.

Item Nos. 2 to 3 and 5 to 6.—The Technological Institutes concerned are very small and we do not consider that the Principals may require any special pay in addition. We also do not think that the posts of Vice-Principals are necessary in any of the institutes. In any case, the special pays drawn by the Principals and the Vice-Principals should be discontinued.

Item No. 4.—Considering the recruitment qualifications of the post and its duties and responsibilities, we suggest that the special pay should continue.

Item No. 7.—The special pay is drawn as Superintendent of the hostel attached to the Technological Institute at Serampore. We suggest that it should be reviewed on the basis of the Education Department Order No. 2403-Edn., dated 20th March 1953, and adjusted, if necessary.

Item No. 8.—The incumbent of the post is on the scale 110—150. We suggest that his pay scale should be fixed in accordance with the principle suggested for the "General Clerical Staff" and the special pay withdrawn.

TABLE

(Chapter 44, paragraph 5)

Statement showing the distribution of staff in the Department of Industries among the different scales, their number and the methods of recruitment

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 1					
Director of Industries, West Bengal	A good degree in Engineering or Technology or Economics.	1	1,500—1,800(a)	263—263	1,763—2,063
Group 2					
Additional Director of Industries, West Bengal (Training and College).		2	Vide foot note(b)		
Group 3					
Joint Director of Industries, West Bengal (Development, Sericulture, Community Development Projects and Handloom).	A distinguished graduate preferably First Class in Science, Engineering, Technology, or Economics.	4	350—1,200 plus special pay of Rs.100.	79—228	529—1,528
Works Manager and Ex-Officio Joint Director of Industries, West Bengal (Kalyani and Howrah Industrial Estates and Central Engineering Organisation, Howrah).	Degree or Diploma in Electrical or Mechanical or Civil Engineering from a recognised institution, at least 5 years' experience in preparing plans and estimates and in execution of Civil, Mechanical and Electrical Installations, etc., etc.	3	1,000—1,300	175—228	1,175—1,528

(a) The existing incumbent is on contract on a pay scale of 2,250—100—2,750.

(b) One of the posts of Additional Director of Industries is held by an I. A. S. Officer on his grade pay plus special pay of Rs.200 and the other post is held by a promoted officer who draws pay in the scale of 350—1,200 plus a special pay of Rs.100 plus personal pay of Rs.200 as personal to him.

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Earnes Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 3—(contd.)					
Superintendent, College of Leather Technology.	High Degree in Applied Chemistry (or Leather Manufacture) of a recognised or U. S. A. Practical College of Europe or U. S. A. Practical experience in a responsible capacity in a tanning firm.	1	350—1,200	70—210	420—1,410
Superintendent, Ceramic Institute.	First Class M.Sc. in Physical Chemistry or Applied Chemistry. Five years' practical experience in Ceramic Industry.	1	350—1,200	70—210	420—1,410
Principals, Colleges of Textile Technology, Serampore and Berhampore.	Degree in Science, Administrative or Technical experience in Textile Technology. Diploma or Degree in Textile Technology from a recognised Institute in India or abroad.	2	350—1,200	70—210	420—1,410
Group 4					
Deputy Director of Industries, West Bengal (Development, Cottage Research, Training, Community Development Project, Statistics, Iron and Steel, Small Scale Industries, Handloom, Vocational Training, Marketing, Textile, Reeling, Sericulture).	A good Master's Degree in the appropriate subject with sufficient experience. Must have adequate knowledge of the position of Industry and their problems.	14	350—1,200	70—210	420—1,410
Special Officer (Coir and Lac and Wood Industries).	Good degree in their respective subjects with experience and administrative ability.	3	350—1,200	70—210	420—1,410

Powerloom Adviser ..	M.Sc. in Textile Technology. Practical experience in mills for 10 years.	1	350—1,200	70—210	420—1,410
College of Leather Technology—					
Vice-Principal	1	250—750 plus Special Pay of Rs.100.	70—149	420—999
Assistant Professors (Leather Chemistry, Leather Manufacture, Micro-Biology and Electrical and Mechanical Engineering).	4	250—750	60—131	310—881
Superintendent, Boot and Shoe Department.	Degree in Science or a degree in Leather Technology with 5 years' experience.	1	250—750	60—131	310—881
Colleges of Textile Technology, Berhampore and Serampore—					
Vice-Principal	2	250—750 plus Special Pay of Rs.100.	70—149	420—999
Assistant Professors	9	250—750	60—131	310—881
Group 5					
Superintendent, Darjeeling Industrial School, Tung, Darjeeling.	A degree in Mechanical Engineering with 3 years' practical training. Should have administrative ability and personality.	1	250—750	60—131	310—881
Assistant Director of Industries, West Bengal (Cottage, Training, Textile Development, Vocational Training —3 posts, Planning, Community Development Project, Handloom, Marketing, Iron and Steel—3 posts, Small Scale Industries, Chemical Technology, Handicrafts, Ceramic and Glass, Leather Goods and Footwear, Statistics—3 posts).	A degree in the appropriate subject with practical experience and administrative ability.	22	250—750	60—131	310—881

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 5—(contd.)					
District Industrial Officer	.. A degree in Science, Arts or Technology of a recognised University or a Diploma of the Colleges of Textile Technology, Berhampore and Serampore.	15	250—750	60—131	310—881
Bengal Ceramic Institute—					
Special Officer, Gangetic Silt	1	250—750	60—131	310—881
Principal, Industrial Training Institute.	Degree or Diploma in Engineering (Mechanical).	9	250—750	60—131	310—881
Community Project Officer	1	450—800	79—140	529—940
Superintendent, Wood Industries (Kalyani, Durgapur and Sitiguri).	Degree in Mechanical Engineering with 5 years' experience in Carpentry.	3	250—750	60—131	310—881
Superintendent of Sericulture (Malda, Berhampore and Kalimpong).	M.Sc. in Natural Science with 5 years' experience in Sericulture.	3	250—750	60—131	310—881
Expert Designer, Scheme for Improved Designs in Handicrafts.	Must have a diploma from a recognised Art School or College.	1	250—750	60—131	310—881
Superintendent, Mechanical Toy	A degree or diploma in Mechanical Engineering.	1	250—750	60—131	310—881
Planning and Production Engineer, Central Engineering Organisation, Howrah.	A degree in Mechanical or Electrical Engineering.	1	250—750	60—131	310—881
Commercial Manager, Central Engineering Organisation, Howrah.	A degree in Engineering or Technology	1	250—750	60—131	310—881

Designer, Central Engineering Organisation.	A degree in Mechanical Engineering	--	1	250—750	60—131	310—881
Non-Gazetted						
Superintendent, Central Lock Factory	A degree or diploma in Mechanical Engineering.	--	1	300—500	65—88	365—588
Superintendent, Cutlery Servicing Station.	A degree or diploma in Mechanical Engineering or Metallurgy.	--	1	300—500	65—88	365—588
Superintendent of Surgical Instrument and Experimental Workshop, Barupore.	A degree or diploma in Mechanical Engineering or Metallurgy.	--	2	300—500	65—88	365—588
Superintendent of Model Blacksmithy and Carpentry.	A degree or diploma in Mechanical Engineering.	--	2	300—500	65—88	365—588
Technical Officer, Brass and Bell Metal.	A degree in Metallurgy	--	1	300—500	65—88	365—588
Bengal Ceramic Institute—						
Deputy Superintendent (Non-Gazetted).	--	1	300—500	65—88	365—588
Technician (Non-Gazetted)	--	1	300—500	65—88	365—588
Manager, Common Clay Glazed Pottery.	--	1	300—500	65—88	365—588
Manager, Toy Making and Artistic Pottery.	--	1	300—500	65—88	365—588
College of Leather Technology—						
Lecturers in Physics, Analytical Chemistry, Microscopy and Leather Trades Engineering.	Bachelor's degree in relevant subjects	--	4	200—450	55—79	255—529
Designer in Boot, Shoe and Leather Goods making.	Good general education and well-trained in design.	--	1	200—450	55—79	255—529

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 5—(contd.)					
Colleges of Textile Technology, Berrampore and Serampore—					
Lecturers	..	19			
..	Bachelor's degree in relevant subject with teaching experience.		200—450	55—79	255—529
Research and Liaison Officer, College of Leather Technology.	B.Sc. with Chemistry and diploma in Leather Technology.	1	150—400	50—70	200—470
Group 6					
Superintendent, Silk Conditioning House.	Good Honours Degree in Physics, or a diploma in Textile Technology. Experience in Silk Conditioning and Testing.	1	300—400	65—70	365—470
Lady Inspector	..	1	200—450	55—79	255—529
Superintendent, Tailoring Institute	A diploma in Tailoring from a recognised Tailoring Institute with 20 years' experience as a cutter.	1	450—600	79—105	529—705
Supervisor, Apprenticeship	.. A degree in Mechanical or Electrical Engineering with 2 years' experience or a diploma in Mechanical or Electrical Engineering with 3 years' experience in Workshop Training.	3	200—450	55—79	255—529
Special Officers, (Silk, Handmade Paper, Industrial Centre and Quality Marking).	(1) Degree in Arts, Science or Commerce .. (2) Degree in Mechanical Engineering.	4	200—450	55—79	255—529

Superintendent, Sports Training Centre.	Goods	Degree or Diploma in Textile Technology or Leather Technology or Mechanical Engineering. 2 years' experience in Sports Goods, Wooden Goods, etc.	1	200—450	55—79	255—529
Officer-in-charge, Peddie Silk Reeling.	Reel.	M.Sc. in Applied Chemistry ..	1	130—180	50—55	180—235
Paint Technologist	..	B.Sc. degree with Physics and Mathematics or Honours in Chemistry.	1	200—450	55—79	255—529
Coir Expert	..	Graduate in Science or diploma or degree in Textile Technology.	1	200—450	55—79	255—529
Toy Designer, Mechanical Toy	..	Degree or Diploma in Mechanical Engineering with 3 years' experience in designing and drawing of toys.	1	200—450	55—79	255—529
Lac Development Officer	..	B.Sc. (Agriculture) ..	1	200—450	55—79	255—529
Inspector, Organiser, Inspector and Mat Organiser.	Inspector and	(1) Degree of any recognised University .. (2) Capacity to organise and supervise. Knowledge about Co-operative Organisation.	24	150—300	50—65	200—365
Industrial Investigators	..	(1) Graduate in Arts, Science or Technology (2) Degree in Metallurgy from a recognised institution. (3) Degree in Chemical or Mechanical Engineering from a recognised Institution.	23	150—400	50—70	200—470
Chemist, Wood Industries	..	Degree in Science with five years' experience as a Chemist in any Commercial Firm.	1	200—450	55—79	255—529
Assistant Superintendent, Wood Industries (Kalyani, Durgapur and Siliguri).	Wood	Diploma in Engineering or Graduate in Science. Five years' experience in the trade.	3	200—450	55—79	255—529

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 6 (contd.)					
Foreman, Wood Industries (Kalyani).	Diploma in Mechanical Engineering from a recognised Institution. Five years' experience in Workshop Training.	3	200—300	55—65	255—365
Textile Supervisor Diploma in Textile Technology from a recognised Institution.	1	150—300	50—65	200—365
Foreman, Lock Factory Diploma in Mechanical Engineering from a recognised Institution. Five years' experience in Workshop Training.	1	200—450	55—79	255—529
Supervisor, Cutlery Station.	Degree or Diploma in Mechanical or Metallurgical Engineering. Three years' experience in Blacksmithy Trades.	1	150—400	50—70	200—479
Economic Investigator and Investigators for Districts.	Degree in Arts, Commerce or Science ..	19	150—300	50—65	200—365
Reeling Organiser: Organiser, Rural Arts and Crafts.	(1) Degree in Science or Textile or Textile Diploma with five years' experience in Sericulture.	2	{ (1) 150—300	50—65	200—365
Technical Assistant for Installation of Powerloom.	(2) Diploma in Arts and Crafts from any recognised Institute.			55—60	255—310
Superintendent of Nurseries ..	Degree or Diploma from a recognised Textile Institution.	5	150—300	50—65	200—365
Foreman, Surgical Instruments	10	150—300	50—65	200—365
Foreman, Surgical Instruments ..	Degree in Mechanical or Metallurgical Engineering.	1	150—300	50—65	200—365

District Inspector of Sericulture	3	150—300	50—65	200—365
Inspector of Grainage	..	1	150—300	50—65	200—365
Superintendent of Sericulture Training Institute.	8	150—300	50—65	200—365
Assistant Superintendent, Silk Conditioning House.	Silk Sericulture Graduate with diploma in Sericulture and Textile Technology.	1	80—180	45—55	125—235
Marketing and Publicity Officer, and Marketing cum-Store Officer: Marketing Officer, Textile.	Degree in Commerce, Science, Arts or Textile Technology or equivalent. Five years' experience in marketing consumer goods.	3	(i) 200—450 (2 posts). (ii) 150—300 (1 post).	55—79	255—529
Superintendent, Production Centre for Durries.	A degree or diploma in Textile Technology. 4 years' experience in Dyeing and Weaving.	1	200—300	55—65	200—365
Assistant Chemist, Industrial Research Laboratory.	A degree in Science	1	125—225	50—60	175—285
Superintendent of Textile Demonstration.	A degree or diploma in Textile Technology. At least 5 years' experience in Textile.	1	150—400	50—70	200—470
Chemical Engineer-cum-Research Assistants, Industrial Research Laboratory, and Research Officer, Experimental Workshop.	B.Sc. degree with Physics and Mathematics and Chemistry or a degree in Chemical Engineering.	4	150—400	50—70	200—470
Supervisor, Training-cum-Production Centre, Blacksmithy and Carpentry.	Diploma in Mechanical Engineering with 3 years' experience in a recognised workshop in Carpentry and Blacksmithy.	4	150—300	50—65	200—365
Supervisor, Central Workshop	A degree in Mechanical Engineering with 2 years' experience as a Supervisor in a reputable workshop.	1	200—450	55—79	255—529
Technical Officer (Iron and Steel)	Degree in Mechanical Engineering from a recognised Institution.	5	200—450	55—79	255—529
Textile Technologist	.. First Class Diploma holder from a recognised Textile Institute.	1	150—400	50—70	200—470

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group B (contd.)					
Foreman, Industrial Training Centre, Krishnagar and Calcutta Technical Schools.	Diploma in Engineering or Technology or Certificate of Apprenticeship.	21	200—450	55—79	255—529
Assistant Superintendent, Surgical Instrument, Baruipur.	Degree or Diploma in Metallurgy or Mechanical Engineering.	1	200—450	55—79	255—529
Technical Officer, Industrial Estate, Howrah.	Diploma in Electrical, Mechanical or Civil Engineering from a Government recognised Institution.	1	200—450	55—79	255—529
Assistant Superintendent, Darjeeling Industrial School.	Degree in Electrical or Automobile or Diploma in Mechanical Engineering with two years' experience in a Mechanical Engineering Workshop.	1	150—400	50—70	200—470
Instructor, Darjeeling Industrial School.	Degree or Diploma in Technical Engineering or Electrical Engineering of a recognised Institution.	4	200—250	55—60	255—310
Foreman, Darjeeling Industrial School.	Diploma in Mechanical or Electrical Engineering from a recognised University. Three years' experience of Universal Milling Machine, etc.	1	200—250	55—60	255—310
Research Assistant, Paper Party	Degree in Science from a recognised University.	1	150—400	50—70	200—470
Technical Assistant, Bell Metal Rolling Plant.	Degree in Science. Three years' experience of non-ferrous Metal (Brass and Bell Metal).	1	150—300	50—65	300—365

Foreman, Mechanical Toys	..	Degree or Diploma in Mechanical Engineering. Two years' experience as Supervisor in Carpentry Machine Shop, Press Shop, etc.	1	150—400	50—70	200—470
Inspector, Central Engineering Organisation.	Engineering	Degree in Arts, Commerce or Science from a recognised University.	2	150—400	50—70	200—470
Salesman	..	Ditto	2	150—400	50—70	200—470
Progressman	..	Ditto	2	150—400	50—70	200—470
Draftsman Engineer	..	A Degree or Diploma or equivalent in Mechanical Engineering from a recognised University or Institution.	1	200—450	55—79	255—529
Foreman, Central Engineering Organisation.	Engineering	Degree or Diploma in Mechanical Engineering from a recognised University. Five years' experience in a reputed workshop as a Foreman.	1	250—500	60—88	310—588
Manager, Procurement and Supply of Raw materials.	Supply	Degree in Science, Arts or Commerce	1	200—250	55—80	255—310
Inspector, Statistics and Quality Marking.	Quality	A degree in Science with Chemistry, Physics, and Mathematics or a diploma in Mechanical Engineering, Leather Technology, Textile Technology.	11	150—300	50—65	200—365
Technical Inspector under Textile Section.	Textile	Degree or diploma in Textile Technology, 5 years' experience in Textile.	1	150—300	50—65	200—365
Research Assistant, Mat	..	Degree in Science	1	150—300	50—65	200—365
Textile Designer	..	Must have certificate from any recognised Art College. Experience in Textile design.	1	150—300	50—65	200—365
Charge-man, Mechanical Toy Making.	Toy Mak.	Degree or diploma in Mechanical or Electrical Engineering.	1	150—300	50—65	200—365
Weaving Expert, Handloom Development Scheme under Textile Section.	Handloom Deve.	A diploma in Textile	8	150—300	50—65	200—365

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	
				Rs.	Rs.
Group 6 (contd.)					
Superintendent, Malda Silpa Vidya-pith.	Good general education preferably graduate. Administrative experience for at least 3 years.	1	125—225	50—60	175—285
Demonstrator	.. B.Sc. with teaching experience	6	150—400	50—70	200—470
Instructor	.. B.Sc. with teaching experience	13	150—400	50—70	200—470
Assistant Lecturer in Textile Economics.	B.Sc. with teaching experience.	1	150—400	50—70	200—470
College of Textile Technology, Serampore.					
Research Assistant in Dyeing	.. Master's degree with research experience	1	150—300	50—65	200—365
Expert Textile Organiser	.. Diploma in Textile Technology with research experience.	1	150—300	50—65	200—365
College of Leather Technology—					
Manager, Boot and Shoe Department.	Good general education with training in boot, shoe and leather goods making and teaching experience.	1	150—250	50—60	200—310
Shoe and Leather Goods making Expert.	Ditto	1	150—250	50—60	200—310
Supervisor (Tanning and Boot and Shoe Parties).	Certificate or diploma in tanning with experience.	1	150—300	50—65	200—365

Ceramic Institute—

20A

Research Chemist	M.Sc., in Applied Chemistry with Ceramic as a special subject.	1	200—450	55—79	255—529
Assistant Supervisor	..	Graduate with Physics, Chemistry and Mathematics and 5 years' experience.	1	150—400	50—70	200—470
Foreman Instructor	..	Matriculate with 10 years' experience ..	1	150—400	50—70	200—470
Research Assistant-cer. Organizer (Toy).	..	Good general education with experience ..	1	150—300	50—65	200—365
Supervisor, Glazed Pottery	..	I.Sc. with diploma in Ceramic ..	1	150—300	50—65	200—365
Expert Manager, Rccfing Tiles	..	Ceramic Training, with 2 years' experience	1	150—300	50—65	200—365
Supervisors, Bone China and Fine Earthenware.	..	Matriculate with 2 years' experience ..	1	150—300	50—65	200—365
Production Assistant (Toy making and Artistic Pottery).	..	Ditto ..	1	150—300	50—65	200—365
Production Assistant, Common Clay Glazed Pottery.	..	Ditto ..	1	150—300	50—65	200—365
Group 7						
Supervisor, Coir Weaving Fatics	..	Diploma in Textile Technology ..	2	125—225	50—60	175—285
Foreman Instructor, Wool Weaving Party.	..	Diploma in Textile Technology ..	1	125—225	50—60	175—285
Demonstrator, Textile Demonstration Party and Handmade Paper Demonstration Party.	..	Diploma in Textile Technology ..	6	125—225	50—60	175—285
Saw Operator, Wood Industries	Experience in operating Saw Machine ..	2	125—225	50—60	175—285
Supervisor, Wood Industries	Matriculate with 5 years' experience in Machinery and Carpentry Industry.	9	125—225	50—60	175—285

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 7 (contd.)					
Lecturer, Sericultural Institute.	B.Sc. Degree with Botany or Zoology and Physics and Chemistry. Certificate course of Sericulture Training Institute.	1	100—200	45—55	145—255
Supervisor, Tassar Seeds Station, Purnia.	Degree in Science with Botany or Zoology	1	100—200	45—55	145—255
Inspector, Statistics and Quality Marking.	A degree in Science with Chemistry, Physics and Mathematics or a Diploma in Mechanical Engineering, Leather Technology, Textile Technology.	12	125—225	50—60	175—285
Superintendent, Instructor (Jute and Woollen Goods).	Diploma or Degree in Textile Technology. Five years' Experience in Handloom Industry.	2	125—225	50—60	175—285
Superintendent-in-Charge, Cotton and Wool Weaving Centre, Darjeeling.	Diploma in Textile Technology	1	250 (Consolidated).	..	250 (Consolidated).
Instructor-in-Charge, Cotton Textile.	Diploma in Textile Technology	2	125—225	50—60	175—285
Supervisor, Production of Durries	Degree or Diploma in Textile Technology. Five years' experience in weaving durries.	1	150—210	50—60	200—270
Superintendent, Jute Spinning and Weaving.	Degree or Diploma in Textile Technology. Five years' experience in Handloom Industries.	3	125—225	50—60	175—285

Supervisor, Ink and Adhesive	1	125—225	50—60	175—285
Additional Assistant Chemist ..	A degree in Science in Chemical Technology	1	125—225	50—60	175—285
Head Master, Government Weaving Schools.	Diploma in Textile Technology. Must have experience in Peripatetic Weaving Institute and Demonstration of Textile Party.	3	125—225	50—60	175—285
Foreman, Paint and Varnish Section	Degree in Science with Physics, Chemistry and Mathematics. Five years' experience in Paint and Varnish Technology.	1	150—210	50—60	200—270
Superintendent, Industrial Centre, Lac, Blacksmithy and Carpentry Centre.	(i) Degree in Science. Training of Lac from Ranchi Lac Research Institute. (ii) Degree or Diploma in Mechanical Engineering.	1	150—250	50—60	200—310
Manager, Lac Industry in Purulia	Must have a good general Education and three years' experience in Lac Industry.	1	150—250	50—60	200—310
Foreman Instructor, Central Workshop.	1	125—225	50—60	175—285
Superintendent, Coir Industry ..	A degree or diploma from a recognised Textile Institute with three years' experience in Textile or Coir Industry.	1	100—225	45—60	145—285
Dyeing and Printing Expert, Model Block Printing and Pattern Making.	Diploma in Textile Technology from a recognised Institution with knowledge of dyeing and printing silk, etc.	1	200 (Consolidated)	..	200 (Consolidated)
Assistant Expert, Textile Organiser	Second Class Degree or Diploma in Textile Technology.	1	170 (Consolidated)	..	170 (Consolidated)
Foreman—					
(i) Industrial Training Centre ..	Matriculate with Diploma in Engineering or Technology.	4	125—225	50—60	175—285
(ii) Blacksmithy and Carpentry Centre.					

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 7 (contd.)					
Supervisor, Industrial Training Institute.	Matriculate with Diploma in Engineering or Technology.	49	150—300	50—65	200—365
Instructor-in-charge, Mobile Carpentry and Blacksmithy.	Degree or Diploma in Mechanical Engineering and 5 years' practical experience in Carpentry and Blacksmithy Workshop.	2	150—210	50—60	200—270
Trainer, Horn Shell Industry	Must be a skilled operative with at least 5 years' experience in production of artistic goods from horn.	1	150—210	50—60	200—270
Instructor-in-charge, Development of Stone Carving and Wood Carving.	Five years' practical experience in both the lines.	1	125—225	50—60	175—285
Instructor-in-charge, Peripatetic Handicrafts (Cane and Bamboo).	1	125—225	50—60	175—285
Instructor, Model Blacksmithy and Carpentry Workshop.	Diploma in Mechanical Engineering	2	125—225	50—60	175—285
Marketing Officer, Silk and Superintendent-in-charge (Marketing), Mat Scheme.	Degree from any recognised University. Experience in Silk and Mat Products.	3	(i) 125—225	50—60	175—285
			(ii) 150—300	50—65	200—365
Cloth Examiner	Diploma in Silk Technology. Experience in Examination of Silk Fabrics.	1	125—225	50—60	175—285
Superintendent, Brass and Bell Metal; Superintendent, Manufacturing Handloom Accessories Units under Industrial Centre.	(1) Matriculate—experience for 3 years in Brass and Bell Metal works. (2) Diploma in Carpentry Works.	2	(i) 150 (Consolidated)	..	150 (Consolidated)
			(ii) 100—150	50—50	160—200

Instructor-in-charge, Metal Craft.	Wood-cum-Matriculate	..	1	125—225	50—60	175—285
Instructor-in-charge, cum-Production Centre for Eri-culture.	Training-Good general education and three years' experience in the Trade.		1	125—225	50—60	175—285
Instructor-in-charge, at West Dinajpur.	Carpentry I.Sc. passed. Training in Carpentry with three years' experience.		1	125—225	50—60	175—285
Sheet Metal Instructor (Dinhata Block).		1	125—225	50—60	175—285
Instructor-in-charge, Factory.	Braiding Two years' experience in operation of braiding machine of all types.		1	125—225	50—60	175—285
Laboratory Assistants, Engineering Organisation, Howrah.	Central		1	125—250	50—60	175—310
Seed Examination Officer	Science Graduate with Botany or Zoology, preferably with Senior Certificate Course from Sericulture Training Institute.		3	100—200	45—55	145—255
Assistant Inspector and Assistant Superintendent of Nurseries.	B.Sc. with Zoology or Botany preferably with Senior Certificate Course from Sericulture Training Institute.		20	80—180	45—55	125—235
Supervisor, Training Institute, Sericulture.	B.Sc. with Zoology or Botany preferably with Senior Certificate Course from Sericulture Training Institute.		1	80—180	45—55	125—235
Junior Assistant, Sericulture	A degree in Science or a Diploma in Textile Technology.		1	110—150	50—50	160—200
Senior Instructor, Cutlery Tuition Class, Purulia.	Diploma in Mechanical Engineering with two years' experience in the Trade.		1	100—190	45—55	145—245
College of Leather Technology, Junior Tanning Assistant	Must have passed in Certificate Course in Tanning.		2	125—225	50—60	175—285
Assistant Chemist	B.Sc. with Chemistry and a Certificate in Tanning.		1	125—225	50—60	175—285

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 7 (contd.)					
College of Textile Technology, Berhampore and Serampore—					
• Laboratory Assistant ..	B.Sc. with teaching experience ..	4	100—225	45—60	145—285
Assistant Instructor, Drawing (Serampore).	B.Sc. with teaching experience ..	1	100—225	45—60	145—285
Fraud Block Maker (Berhampore)	Certificate holder in respective Trades ..	1	125—225	50—60	175—285
Lady Superintendent (Serampore)	Certificate holder in respective Trades ..	1	100—225	45—60	145—285
College of Leather Technology—					
Instructor in Taxidermy ..	Trained in leather goods manufacture and trained in Taxidermy.	1	125—225	50—60	175—285
Instructor in Leather Toys ..	Trained in leather goods manufacture and trained in Taxidermy and trained in leather toys.	1	125—225	50—60	175—285
Instructor, Fancy Leather Goods	Matriculate with a certificate in boot and shoe making and experience in Fancy Leather Goods making.	1	110—150	50—50	160—200
Instructor in Military Boot Making	Matriculate with a certificate in boot and shoe making and experience in Fancy Leather Goods making with experience in Military Boot making.	1	110—150	50—50	160—200

Instructor in Boot and Shoe Making.	Matriculate with a certificate in boot and shoe making and experience in Fancy Leather goods making with experience in Boot and Shoe making.	1	110—150	50—50	160—200
Instructor in Suitcase Making	Matriculate with a certificate in boot and shoe making and experience in Fancy Leather goods making with experience in Suitcase making.	1	110—150	50—50	160—200
Instructor in Art Leather Works	Matriculate with a certificate in Boot and Shoe making and experience in Fancy Leather goods making with experience in Artistic Leather goods making.	1	110—150	50—50	160—200
Research Assistant, Chemical and Biological.	I.Sc. with a certificate in Tanning	2	125—225	50—60	175—285
Foreman—Instructor in Leather Goods and Foot Wear Party.	Good general education with a certificate in Footwear Technology, etc.	1	125—225	50—60	175—285
Demonstrator, Tanning Demonstration Party.	Good general education with a certificate in Footwear Technology, etc., along with a certificate in Tanning and experience for three years.	1	125—225	50—60	175—285
Ceramic Institute—					
Assistant Chemist	Science Graduate with practical experience	1	125—225	50—60	175—285
Assistant Foreman Instructor	Matriculate with five years' experience	1	125—225	50—60	175—285
Research Assistant	B.Sc.	1	125—225	50—60	175—285
Analyst	Diploma in Ceramic Technology	1	125—225	50—60	175—285
Assistant Supervisor	Training in Ceramic	1	100—225	45—60	145—285
Foreman Instructor (Pottery Party).	Matriculate with Ceramic Training	1	125—225	50—60	175—285

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 8					
Mechanical Fitter, Wood Industries Centre.	1	110—150	50—50	160—200
Assistant Foreman Instructor, Cotton and Wool Weaving Centre, Darjeeling.	Practical experience in Wool Weaving, preference being given to one having knowledge in Hill language.	1	150 (Consolidated)		150 (Consolidated)
Foreman, Industrial Centre for Lac	Good general education with special knowledge in manufacture of Lac Products.	1	125—225	50—60	175—285
Grinder, Central Workshop	1	110—150	50—50	160—200
Electroplater, Central Workshop	1	110—150	50—50	160—200
Instructor, Blacksmithy Training Centre, Krishnagore.	Matriculate with Diploma in Engineering or Technology.	1	100—200	45—55	145—255
Instructor, Industrial Training Centre, Kurseong.	Ditto	1	100—200	45—55	145—255
Instructor, Vocational Training Centres.	Matriculate with Diploma in Engineering or Technology.	391	100—200	45—55	145—255
Field Organiser-cum-Instructor, Pilot Project Scheme.	2	110—150	50—50	160—200
Electrician, Darjeeling Industrial School.	21	125—225	50—60	175—285
Carpenter, Darjeeling Industrial School.	2	110—150	50—50	160—200

Demonstrator, Mat Scheme	1	110—150	50—50	160—200
Instructor-in-charge, Industrial Training Centre, Jhargram.	Matriculate or equivalent qualification. Two years' experience.	4	(i) 100—225 (ii) 110—150	45—60 50—50	145—285 160—200
Assistant Instructor, Braiding Factory.	One year's experience in the operation of Braiding Machine. Should have read up to Matriculation Standard.	1	100—225	45—60	145—285
Assistant Foreman, Wool Weaving	Experience in Wool Weaving, preference being given to one having knowledge in Hill language.	1	150 (Consolidated)	..	150 (Consolidated)
Foreman Instructor, Umbrella Parties.	Good education in Technical knowledge. Knowledge of Umbrella making.	2	125—225	50—60	175—285
Supervisor, Wood Section, Sports Goods Centre.	Matriculate. Must have training in Carpentry for 2 years.	1	100—225	45—60	145—285
Cutting and Sewing Master and Lady Demonstrator, Tailoring Institute.	Diploma in Tailoring. Must have experience in cutting and all kinds of stitching.	2	125—225	50—60	175—285
Instructor-in-charge, Development of Blacksmithy and Carpentry.	Matriculate with practical experience in Blacksmithy and Carpentry for 10 years.	2	100—175	45—55	145—230
Special Assistant, Iron and Steel Cell.	1	125—250	50—60	175—310
Peripatetic Weaving Instructor	Degree or Diploma in Textile Technology	14	80—180	45—55	125—235
Instructor, Training-cum-Production Centre, Blacksmithy and Carpentry.	Diploma in Mechanical Engineering	9	80—180	45—55	125—235
Craftsman, Central Engineering Organisation, Howrah and Draftsman Clerk, Head Office.	Certificate in Mechanical Draftsmanship from a recognised Institution, two years' experience in the drawing office of a reputed firm.	2	(i) 80—180 (ii) 70—150	45—55 45—50	125—235 115—200

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 8 (contd.)					
Instructor, Sports Goods (Shuttle Cock, Leather and Woollen goods)	Matriculate and three years' experience as Instructor or Supervisor in the Trade concerned.	2	80—180	45—55	125—235
Marketing Officer, Sports Goods	Graduate in Arts or Commerce. Two years' experience as Marketing Officer.	1	80—180	45—55	125—235
College of Textile Technology, Berhampore—					
Head Jobber	.. Certificate holders in Trades	1	90—130	45—50	135—180
Hand Block Printer	.. Certificate holders in Trades	2	90—130	45—50	135—180
College of Textile Technology, Serampore—					
Assistant Expert Textile Organiser	Diploma with research experience	1	170 (Fixed)	55	255
Pupil Teachers	.. Diploma in Textile Technology	2	45 (Fixed)	35	80
Weaving Teacher, Serampore	.. Diploma or Certificate in respective trades	1	80—180	45—55	125—235
Lady Teacher, Serampore	.. Diploma or Certificate in respective trades	1	80—180	45—55	125—235
Group 9					
Beaterman, Handmade Paper	..	1	90—130	45—50	135—180
Boiler Attendant, Wood Industries	Should have boiler certificate	1	90—130	45—50	135—180
Trainer, Tassar Worm Rearing, Sericulture.	Passed School Final Examination. Pass Certificate from Sericulture Training Institute, Berhampore Junior Course.	1	75—105	45—50	120—155

Literate Operative, Sericulture ..	6	Matriculate or School Final Examination with knowledge of reeling and testing Silk.	75—105	45—50	120—155
Mechanic, Peddie Silk Reeling Institute.	1	Matric or School Final passed. Knowledge of mechanism of the Reeling Machine.	75—105	45—50	120—155
Operator, Government Industrial Museum.	1	Matriculate with experience in operating Magic Lantern Cinema Machine, etc.	75—105	45—50	120—155
Assistant Instructor, Jute and Woollen goods.	2	Certificate in Technical Technology 3 years' experience in Handloom Industry.	75—105	45—50	120—155
Master Weaver, Production Centre for Durries.	2	Five years' experience in weaving durries. Ability to demonstrate the process of weaving.	75—105	45—50	120—155
Instructor, Jute Spinning and Weaving (Tribal Welfare) and Inspector, Industrial Centre.	11	(1) Must have a certificate from a recognised Institution, 3 years' experience. (2) Must have fair general education and should be skilled artisan in manufacturing handloom textile goods. Experience in Handloom Textile Weaving.	70—150	45—50	115—200
Instructor, Development of Coir Industries.	1	Practical Training in Coir Industry and 5 years' experience.	70—150	45—50	115—200
Dyeing Expert, Dye House, Handloom.	4	Practical experience in dyeing and printing in factories. Preferably a design diploma holder from a recognised Textile Institute.	150 (Consolidated)	150 (Consolidated)
Technical Assistant, Quality Marking, Handloom.	6	Diploma holder from a recognised Textile Institute.	150 (Consolidated)	..	150 (Consolidated)
Assistant Instructor, Mobile Carpentry and Blacksmithy Workshop.	2	Three years' experience in Carpentry and Blacksmithy workshop.	80—180	45—55	125—235
Stone Carver and Wood Carver ..	2	Five years' experience in Stone Carving or Wood Carving as a skilled operative.	75—105	45—50	120—155

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 9 (contd.)					
Assistant Trainer, Horn Industries	Experience in making fancy article as well as capacity to give instruction.	1	70-150	45-50	115-200
Assistant Instructor, Cane and Bamboo.	Proficiency in Cane and Bamboo crafts. ..	1	75-105	45-50	120-155
Twisting Assistant, Silk Reelers' Organisation.	Diploma in Silk Technology ..	1	75-105	45-50	120-155
Skilled Operative, Metal Craft.	Wood-cum- Must be capable of imparting training in the craft.	1	75-105	45-50	120-155
Technical Assistant, Industrial Training Centre, Jhangram.	Read up to Class VIII. 2 years' experience. Skilled worker in industrial firm.	3	75-105	45-50	120-155
Electrical and Mechanical Mistry, Industrial Estate, Howrah.	Practical mistry with 3 years' experience of installing and maintaining machinery and electrical installation.	1	110-150	50-50	160-200
Skilled Operative, Hand-made Paper and Experimental Workshop, Baruipur.	1	110-150	50-50	160-200
College of Leather Technology—					
Technical Assistant (Carpentry)	1	90-130	45-50	135-180
Splitting Machine Operator	1	90-130	45-50	135-180
Latherman	1	75-105	45-50	120-155

Fitter	1	60—90	45—45	105—135
Hydraulic Press Operator	1	50—75	35—45	85—120
College of Textile Technology, Berhampore and Serampore—						
Jobber	9	75—103	45—50	120—155
Mechanic	2	{ 50—75	35—45	85—120
				{ 75—103	45—50	120—155
				{ 70—150	45—50	115—200
Textile Draftsman, Serampore	..	Certificate holder in respective trade	1			
Bengal Ceramic Institute—						
Demonstrator	..	Five years' experience in Ceramic Industry	1	110—150	50—50	160—200
Assistant Machineman	..	Practical experience	1	70—150	45—50	115—200
Skilled Operator	5	75—103	45—50	120—155
Fireman, Modeller and Moulder	2	80—180	45—55	125—235
Group 10						
Skilled Operative, Handmade Paper and Experimental Workshop, Baranipore.		1	55—100	45—45	100—145
Skilled Operative, Coir Demonstration Party.		Passed Artisan Course from the College of Textile Technology, Serampore and Berhampore.	4	75—105	45—50	120—155
Assistant Instructor, Cottage Industries at Bijra.		1	55—130	45—50	100—180
Mat Supervisor	4	{		
Operator	1			
Skilled Operator	1			
				55—130	45—50	100—180

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 10 (contd.)					
Handloom Inspector, Cottage Industries Programme.	6	55—130	45—50	100—180
Supervisor, Japanese Reeling Unit	Pass certificate in Junior Certificate Course.	1	55—100	45—45	100—145
Supervisor, Eri Nursery	Pass certificate in Junior Certificate Course.	1	55—100	45—45	100—145
Supervisor, Jalapore Cocoon Market	Ditto	1	60—90	45—45	105—135
Skilled Operative (Sericulture)	Pass certificate of Artisan Course from any recognised Textile Institute.	18	60—90	45—45	105—135
Trainer, Kumargram Eri Nursery	Special knowledge (by production) in Sericulture and Fassar worm rearing.	1	60—90	45—45	105—135
Demonstrator and Field Assistant, Sericulture.	Should have five years' practical experience and be conversant with the use of microscope and detection of silk worm diseases.	17	50—80	35—45	85—125
Coucher, Handmade Paper	3	50—80	35—45	85—125
Mechanic, Industrial Museum	Matriculate with knowledge of machines, cinema projector, magic lanterns, etc.	1	50—75	35—45	85—120
Weaving Supervisor, Handloom Development Scheme under Textile.	Matriculate. Must have passed the Artisan Course. Must have at least three years' experience or diploma in Textile Technology.	9	55—100	45—45	100—145

21	Skilled Operative, Ink and Adhesive Section.	1	60—90	45—45	105—135
	Carpenter-cum-Pattern Maker, Industrial Research Laboratory and Experimental Workshop.	2	50—75	35—45	85—120
				75—105	45—50	120—155
	Fitter Mistry, Industrial Research Laboratory.	1	60—90	45—45	105—135
	Demonstrator, Umbrella Works ..	Skilled man with practical knowledge ..	4	110—150	50—50	160—200
	Skilled Operative, Paint and Varnish Section.	General education of High School standard. Experience in the manufacture of paint and varnish including operation.	1	55—130	45—50	100—180
	Demonstrator, Soap Section, Industrial Research Laboratory.	1	55—100	45—45	100—145
	Lac Demonstrator ..	Should be a Matriculate or School Final. Trained in Indian Lac Institute.	1	55—100	45—45	100—145
	Blacksmith, Central Workshop	1	55—100	45—45	100—145
	Project Operator, Publicity and Propaganda, Handloom.	1	55—130	45—50	100—180
	Demonstrator, Mobile Carpentry and Blacksmithy.	At least 5 years' practical experience in a modern Carpentry and Blacksmithy Workshop.	4	55—130	45—50	100—180
	Driver-cum-Mechanical Operator, Industrial Estate, Howrah.	Qualified driver with 5 years' licence for driving heavy vehicles and must be capable of operating mechanical and electrical machinery.	1	90—130	45—50	135—180
	Moulder, Industrial School and Workshop, Darjeeling.	1	55—100	45—45	100—145
	Junior Vatman, Handmade Paper	2	55—100	45—45	100—145
	Fitter-Mechanic, Industrial School and Workshop, Darjeeling.	1	60—90	45—45	100—145

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 10—(contd.)					
Mill Wright Assistant, Industrial School, Darjeeling.	1	60—90	45—45	105—135
Welder, Turner, Fitter, Blacksmith, Junior Motor Mechanic, Driver, Industrial School, Darjeeling.	8	50—75	35—45	85—120
Machinist-cum-Turner, Blacksmith-cum-Fitter, Experimental Work-shop.	2	75—105	45—50	120—155
Supervisors, Silk Waste Spinners' Organisation (Reeling).	3	55—130	45—50	100—180
Skilled Worker, Tailoring Institute	4	90—130	45—50	135—180
Demonstrators, Development of Carpentry and Blacksmithy Industry.	2	55—100	45—45	100—145
Mistry, Sports Goods, Training-cum-Production Centre.	11	75—105	45—50	120—155
Machinist and Grinder-cum Polisher, Darjeeling Industrial School.	2	35—50	35—35	70—85
Colleges of Textile Technology, Berhampore and Serampore—					
Carpenter (Serampore)	..	1	90 (fixed)	45 (fixed)	135 (fixed)
Carpenters	..	3	50—75	35—45	85—120

Expert Weaver	Diploma or certificate in the trade	..	6	50-75	35-45	85-120
Assistant Warper	Ditto	..	1	50-80	35-45	85-125
Engine Driver, Berhampore	Ditto	..	1	50-75	35-45	85-120
Sizer and Dresser, Berhampore	Ditto	..	1	50-75	35-45	85-120
Boiler Attendant, Serampore	1	55-100	45-45	100-145
Machine Attendant, Serampore	2	50-75	35-45	85-120
Sizer and Dresser, Serampore	2	50-80	35-45	85-125
Fitter-turner, Serampore	1	50-75	35-45	85-120
Expert Weaver, Serampore	1	50-75	35-45	85-120

College of Leather Technology—

Assistant Instructor in Suitcase Making.	Good general education with five years' experience.	..	1	75-105	45-50	120-155
Assistant Demonstrator	Passed Artisan Course	..	2	75-105	45-50	120-155

Ceramic Institute—

Technical Assistants	Practical experience	..	85	50-80	35-45	85-125
Fitter	1	55-100	45-45	100-145
Modeller	1	55-100	45-45	100-145
Laboratory Assistant	1	50-80	35-45	85-125
Junior Assistant	1	50-80	35-45	85-125
Assistant Demonstrators	3	40-60	35-45	75-105

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale..	Dearness Allowance and Food Allowance.	Total.
			Rs..	Rs.	Rs.
Group 11					
Weaving Supervisor under Re-organisation Scheme.	Diploma holder from a recognised Textile Institute. Experience in Handloom Industry.	10	100 (consolidated)	..	100 (consolidated)
Helper, Quality Marking, Handloom.	Diploma holder from a recognised Textile Institute.	6	100 (consolidated)	..	100 (consolidated)
Skilled Operator, Model Block Printing and Pattern Making.	Certificate of Artisan Course from recognised Textile Institute. Practical experience in Printing (Cotton and Silk) preferred.	1	100 (consolidated)	..	100 (consolidated)
Carpenter, Expansion of Handloom Research Section.	Practical experience of at least 8 years in any factory or institute in working looms and appliances.	1	95 (consolidated)	..	95 (consolidated)
Skilled Operative, Training-cum-Production Centre, Carpentry for Scheduled Tribes.	1	75 (consolidated)	..	75 (consolidated)
Silk Waste Trainer, Weaving Instructor, Tailoring Instructor, Malda, Silpa Vidyapith.	3	50-80	35-45	85-125
Dyeing and Printing Assistant, Coir Weaving Demonstration Party, Demonstrator, Wool Weaving Party, Assistant Demonstrator, Wool Weaving Party, Knitting Operator, Wool Weaving Party, Artisan Assistant, Textile Demonstration Party, Dyeing and Printing Assistant, Textile Demonstration Party.	19	40-60	35-45	75-105

Carpenter, Textile Demonstration Party.	1	40—60	35—45	75—105
Mat Inspector, Machine Assistant, Mat.	3	40—60	35—45	75—105
Rearing Assistant, Cultivation Assistant, Sericulture, Head Reeler, Peddie Reeling Institute.	43	40—60	35—45	75—105
Skilled Artisan	2	50—75	35—45	85—120
Skilled Operative	4	95 (consolidated)	..	95 (consolidated)
Boiler Attendant, Industrial Research Laboratory.	2	40—60	35—45	75—105
Artisan and Dyeing Assistant, Peripatetic Weaving School.	28	40—60	35—45	75—105
Assistant Demonstrator, Soap Demonstration Party, Industrial Research Laboratory.	1	40—60	35—45	75—105
Foundry Assistant, Welding Assistant, Central Workshop, Industrial Research Laboratory.	2	40—60	35—45	75—105
Assistant Demonstrator, Pottery Demonstration Party and Umbrella Demonstration Parties.	5	40—60	35—45	75—105
Reeler, Sericulture ..	Practical knowledge in Reeling and Re-reeling.	1	40—60	35—45	75—105
College of Leather Technology—					
Upper Closer ..	Practical experience	1	50—75	35—45	85—120
Bottomer ..	Ditto	1	50—75	35—45	85—120
Finishing Machine Operator ..	Ditto	1	50—75	35—45	85—120

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 11—(contd.)					
Shaver Training Demonstration Party.	Practical experience	1	50—75	35—45	85—120
Assistant Demonstrator, Leather Goods and Footwear Party.	Ditto	1	40—60	35—45	75—105
Colleges of Textile Technology, Berhampore and Serampore—					
Production Assistant, Conditioning Assistant, etc., Berhampore.	Certificate holder	13	40—60	35—45	75—105
Artisan Assistants, Dye House Assistant, etc., Serampore.	Ditto	36	40—60	35—45	75—105
Group 12					
Senior Laboratory Bearer, Industrial Research Laboratory.	1	30—45	35—35	65—80
Re-reeler, Sericulture	Practical knowledge in Reeling and Re-reeling	8	30—45	35—35	65—80
Rearer and mate, Sericulture	Knowledge in cultivation	62	30—45	35—35	65—80
Workshop Attendant (Industrial Training Institute).	Work and Silk-worm rearing	50	30—45	35—35	65—80

Workman, Labourer, Ink and Adhesive, Handmade Paper and Mat Scheme.	4	(i) 25-35 (ii) 20-25	35-35 37-37	60-10 57-62
Fireman-Helper, Industrial Research Laboratory.	1	20-25	37-37	57-62
Junior Laboratory Bearer, Industrial Research Laboratory.	1	20-25	37-37	57-62
Draftsman, Handmade Paper	5	20-25	37-37	57-62
Laboratory Bearer, Paint and Varnish.	1	20-25	37-37	57-62
Technical Assistant, Darjeeling Industrial School.	3	25-35	35-35	60-70
Assistant Moulder, Darjeeling Industrial School.	1	20-25	37-37	57-62
Assistant Blacksmith, Darjeeling Industrial School.	1	20-25	37-37	57-62
Skilled Operative, Cotton Textile, Belpahari.	2	75 (consolidated)	..	75 (consolidated)
College of Leather Technology—					
Shaver	1	50-75	35-45	85-120
Stoker	1	30-45	35-35	65-80
Flesher	2			
Glazer	1	35-45	35-35	70-80
Varnishman	1	30-45	35-35	65-80
Laboratory Bearer	5	30-45	35-35	65-80
Setter	1	20-25	37-37	57-62
Workman Attendants	3	20-25	37-37	57-62

Name of the posts.	Method of recruitment.	Number of posts.	Existing emoluments.		
			Basic scale.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Group 12 (contd.)					
Colleges of Textile Technology, Berrampore and Serampore—					
Oilman, Cleaner, Laboratory Bearer, Gasman, Workman.	...	13	25—35	35—35	60—70
Tindal, Serampore	1	30—45	35—35	65—80
College of Leather Technology—					
Fleisher, Tanning Demonstration Party.	Practical experience	1	35—50	35—35	70—85
Workman Attendant	.. Ditto ..	1	20—25	37—37	57—62

CHAPTER 45

Jails

The Jails Directorate is under the Inspector-General of Prisons who is in charge of the administration of Jails as well as of the Probation Offenders' Act (Act No. XX of 1958). For reformatory work, each District or Central Jail is provided with a well-equipped elementary school and facilities for vocational training of prisoners. The prisoners are also employed in industry like weaving, carpentry, blacksmithy, book-binding, etc., so as to make them better equipped to live an honest and useful life after release.

2. The annexed Table shows the composition of the staff, their number, the present emoluments (inclusive of Dearness Allowance) and also the method of recruitment. It will be noticed that almost in each post, there is scope for promotion to higher duties.

3. We are informed that the post of Inspector-General of Prisons has always been filled up in the past either by an officer of the West Bengal Health Service or by an officer of the Indian Administrative Service on his grade pay plus a special pay of Rs.200. Subject to the observations made in paragraph 7 below, the present arrangement may continue; but as the rules provide also for the promotion of Assistant Inspector-General of Prisons or the Superintendents of Central Jails, we recommend for a promoted Inspector-General a scale of 1,100—60—1,400.

4. The Manager, Jail Depot, draws in addition to his grade pay, a commission at $1\frac{1}{2}$ per cent. on sales to Government Departments only. We have in the Chapter 62 dealing with "Economy," suggested that the commission on sales to Government Departments be withdrawn. We suggest that his pay should be in the same scale as for Travelling Auditors in the Department, the recruitment rules being suitably revised, if necessary.

The Chief Discipline Officers and the Discipline Officers in the Presidency and Alipore Central Jails, were, in pre-Independence days, designated "European-Warders" and recruited mostly from the retired members of the Indian Army. As their duties are to ensure better discipline in the Jails, more stress is laid in their recruitment on physical fitness than on education. Of the existing incumbents only a few are graduates. The Inspector-General, Prisons, in his evidence before us stated inter-alia that in his opinion, the posts (Chief Discipline Officers as well as Discipline Officers) should be filled up by promotion of Chief Head Warders having the requisite educational qualification. He also suggested that the pay scale of the posts—Chief Discipline Officers as well as Discipline Officers—should be the same as that of the Deputy Jailors. We agree with his views and suggest that the proposal be given effect to. At present the Chief Head Warders draw the same pay scale as the Assistant Sub-Inspectors of Police. We, therefore, propose to allow both the Chief Discipline Officers and the Discipline Officers the pay scale (175—7—245—8—325) which we have recommended for the Sub-Inspectors of Police and the Deputy Jailors.

5. The Chief Head Warders, Head Warders and Warders now draw pay in the scales applicable to Assistant Sub-Inspectors of Police, Head Constables and Constables, respectively. The pay scales which we have recommended for the Police staff of these categories are suggested for the corresponding ranks in the jails.

6. Subject to our above comments, the following pay scales are suggested :—

		Rs.
Inspector-General of Prisons	..	1,100—60—1,400.
Assistant Inspector-General of Prisons	}	650—25—900.
Superintendents, Central Jails		
Special Officer, Jails Industries	}	300—30—900.
Chief Probation Officer ..		
Superintendent, Borstal School		
Deputy Superintendents, Presidency and Central Jails.	}	400—25—450—30—600.
Superintendents, District Jails		
Manager, Jail Depot	..	The pay scale of the Travelling Auditor, the recruitment qualification being suitably modified, if necessary.
Jailors	225—10—325—15—475.
Receptionist (Psychologist)	..	250—15—550.
Welfare Officer	200—10—400.
Probation Officers	
Assistant Psychologist	
Chief Discipline Officers, Alipore and Presidency Central Jails.		175—7—245—8—325.
Discipline Officers, Alipore and Presidency Central Jails.		175—7—245—8—325.
Deputy Superintendent, Borstal School		175—7—245—8—325.
Deputy Jailors	175—7—245—8—325.
Sub-Jailors	125—3—140—4—200.
Jail Teachers	
Drill Instructor	
Talkie Operator	
Chief Head Warders	110—4—170.
Head Warders	100—3—136—4—140.
Warders	80—1—85—2—105.

7. The following special pays are attached to some of the posts:—

Name of the post.	Amount of special pay.	Reasons for granting the same.
	Rs.	
(1) Inspector-General of Prisons (when held by an Officer in the Indian Administrative Service or in the Selection or Special Selection Grade of West Bengal Health Service).	200	Arduous nature of duty.
(2) Assistant Inspector-General of Prisons (for officers transferred from the West Bengal Civil Service or in the Selection Grade of West Bengal Health Service and for officers promoted from the post of Superintendent of Central Jails).	100	Arduous nature of duty.
(3) Superintendent, Central Jails—		
(a) When held by officers in the Basic Grade or in the Selection Grade of the West Bengal Health Service.	150	Arduous nature of duty.
(b) When held by the officers transferred from West Bengal Civil Service.	100	Arduous nature of duty.
(4) Sub-Jailors at Basirhat, Bongaon, Barrackpore, Raiganj, Malda, Diamond Harbour, Bankura, Serampore, Alipore Duar, Ranaghat and Barasat.	15	As the average number of prisoners in the Sub-Jails exceeds 100 per day.

In the Department of Health, West Bengal Health Service Officers draw for their administrative duties special pays as follows:—

	Rs.
(a) Principals of Medical Colleges, Deputy Director of Health Services, etc., majority of whom are in the Special Selection Grade.	150
(b) Assistant Directors of Health Services, Chief Medical Officers of Health, etc., majority of whom are in the Selection Grade.	100

In our recommendation regarding their administrative pays, we have suggested that the said pay should not be allowed to any officer other than—

- (a) The Director of Health Services;
- (b) Principals of Medical Colleges; and
- (c) Superintendents of big Medical Hospitals or Institutions.

We have also suggested elsewhere that State Service Officers whether within or outside the Department should not be given any special pay on appointment to the posts of Personal Assistants, etc., under Heads of Departments outside the Secretariat.

Following the said principle, we suggest that West Bengal Health Service Officers when appointed Inspector-General of Prisons should draw special pay of Rs.150 if in the Special Selection Grade and Rs.100 if in the Selection Grade. In the other posts, no special pay should be given either to officers transferred from the West Bengal Civil Service or the West Bengal Health Service or to those promoted from lower posts within the department.

The special pay in Item 4 may, however, continue.

TABLE

(Chapter 45, paragraph 2.)

Statement showing the distribution of staff in the Directorate of Jails amongst different scales of pay, their number and method of recruitment

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total
				Rs.	Rs.	Rs.
(a) <i>Gazetted Service and Posts</i>						
Inspector-General of Prisons	.. For direct recruits and promoted Assistant Inspector-General of Prisons or Superintendents of Central Jails.	1	..	1,000—1,600	175—263	1,175—1,863
	Indian Administrative Service or West Bengal Health Service Officers on appointment draw their grade pay <i>plus</i> special pay of Rs.200 per month.					
Assistant Inspector-General of Prisons	For direct recruits or promoted Superintendents of District Jails and Deputy Superintendents, Central Jails.	1	..	550—750	96—131	646—881
	West Bengal Health Service Officers on appointment draw their grade pay <i>plus</i> special pay of Rs.100 per month.					
Superintendents, Central Jails	.. For direct recruits and promoted Superintendents of District Jails and Deputy Superintendents, Central Jails.	5	..	550—750	96—131	646—881
	West Bengal Civil Service or West Bengal Health Service Officers on appointment draw their grade pay <i>plus</i> special pay of Rs.100 or Rs.150 respectively.					

Special Officer Jail Industries	..	Filled up mainly by direct recruitment	1	250—750	60—131.	310—881
Chief Probation Officer	..	For direct recruits and promoted Probation Officers in Subordinate Service on Rs.150—300.	..	1	250—750	60—131	310—881.
Superintendent, Borstal School	..	West Bengal Civil Service or other State Service Officers on appointment draw their grade pay.	1	..	250—750	60—131	310—881
	..	For direct recruits and promoted Superintendents of District Jails, Deputy Superintendents, Central Jails and Deputy Superintendent, Borstal School.
	..	West Bengal Civil Service Officers on appointment draw their grade pay.
Deputy Superintendents, Presidency and Central Jails.	..	For direct recruits and promoted Jailors ..	2	..	400—500	70—88	470—588
Superintendents, District Jails	..	For direct recruits and promoted Jailors	5	..	400—500	70—88	470—588
Manager, Jail Depot	..	By direct recruitment and promotion of Jailors and Travelling Auditors in the office of Inspector-General of Prisons.	1	..	300—400	65—70	365—470
Jailors	..	50 per cent. by direct recruitment and 50 per cent. by promotion of Deputy Jailors and Chief Discipline Officers.	15	1	150—400	50—70	200—470
(b) Subordinate (Executive) Posts							
Receptionist (Psychologist)	..	By direct recruitment or by promotion of Assistant Psychologist and Welfare Officers.	..	1	200—450	55—79	255—529
Welfare Officers	..	By direct recruitment	..	4	200—350	55—70	255—420
Probation Officers	..	Ditto	..	20	150—300	50—65	200—365
Assistant Psychologist	..	Ditto	..	1	150—300	50—65	200—365

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(b) Subordinate (Executive) posts—contd.						
Chief Discipline Officer, Alipore and Presidency Central Jails.	By promotion from Discipline Officers	2	..	200—300	55—65	255—365
Discipline Officers, Alipore and Presidency Central Jails.	By direct recruitment	7	..	200—250	55—60	255—310
Deputy Superintendent, School.	Borstal Ditto	1	..	150—250	50—60	200—310
Deputy Jailors	2/3rd by direct recruitment and 1/3rd by promotion of Sub-Jailors.	30	3	125—225	50—60	175—285
Sub-Jailors	1/3rd by direct recruitment and 2/3rd by promotion from Jail or Sub-Jail Clerks.	33	..	70—150	45—50	115—200
Jail Teachers	By direct recruitment of Matriculates	4	..	70—150	45—50	115—200
Drill Instructors		1	2	55—130	45—50	100—180
		24	2	55—100	45—45	100—145
Talkie Operators	Ditto	2	2	55—130	45—50	100—180
Chief Head Warders	By promotion of Head Warders	12	..	65—115	40—45	105—160
Head Warders	By promotion of Warders	171	8	60—90	40—40	100—130
Warders	By direct recruitment	1,768	243	45—60	30—40	75—100

CHAPTER 46

Labour and Labour Welfare

For proper administration of the Labour Laws, Government, in its Department of Labour, employs a number of Gazetted and Subordinate (Executive) staff under the control and guidance of the "Labour Commissioner" who is an officer of the Indian Administrative Service, drawing his grade pay plus a special pay of Rs.200.

2. The Table below shows the designation of the services or posts, their number, scales of pay (with the amount of dearness allowance in each) and the methods of recruitment, viz.—

Names of the services or posts.	Recruitment qualification.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tem- pora- ry.	Basic scale.	Dearness Allowance and Food Allowance.	Total.

(a) *Gazetted Staff*

				Rs.	Rs.	Rs.
(1) Higher Labour Service—						
Deputy Labour Commissioner.	Both by direct recruitment and by promotion from Labour Service, Assistant Labour Commissioners.	2	2	350—1,200	70—210	420—1,410
(2) Labour Service—						
Assistant Labour Commissioner.	50 per cent. by promotion from Junior Service and 50 per cent. by direct recruitment through the W. B. C. S. and Allied Services Examination.	13	..	250—850	60—140	310—990
(3) Junior Labour Service—						
Labour Officers, Deputy Chief Inspector of Shops and Establishment.	50 per cent. by direct recruitment through the W. B. C. S. and Allied Services Examination and 50 per cent. by promotion from the following subordinate posts :—	18	6	200—450	55—79	255—529
	(a) Inspectors, Shops and Establishments.					
	(b) Inspectors and Supervisors, Family Budget Enquiry.					
	(c) Statistical Assistants on Rs.125—250.					
	(d) Head Clerks in the office of Labour Commissioner.					

Names of the services or posts.	Recruitment qualification.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tem- pora- ry.	Basic scale.	Dearness Allowance and Food Allowances.	Total.
(b) Subordinate (Executive) Staff						
				Rs.	Rs.	Rs.
(4) Inspectors for Administration of Minimum Wages Act.	By direct recruitment through the W. B. C. S. and Allied Services Examination, Group D.	5	15	125—250	50—60	175—310
(5) Inspectors for administration of Shops and Establishment Act.	By selection through the Public Service Commission.	22	9	125—250	50—60	175—310
(6) Inspectors of Trade Unions.	Recruitment qualifications not yet fixed.	4	13	125—250	50—60	175—310
(7) Labour Welfare Workers.	Minimum qualification is matriculate or its equivalent, direct recruitment being made by the Labour Commissioner.	..	71	55—130	45—50	100—180

3. Consistently with the principle followed elsewhere, we recommend the following pay scales, viz.—

Rs.

Higher Labour Service—

Deputy Labour Commissioners.. .. 400—40—1,000—50—1,250.

Labour Service—

Assistant Labour Commissioners .. 300—30—900.

Junior Labour Service—

Labour Officers, etc. 250—15—550.

(c) Subordinate Staff

Inspector for administration of Minimum Wages Act. Inspectors for administration of Shops and Establishment Act. Inspectors of Trade Unions. 175—7—245—8—325.

Labour Welfare Workers 125—3—140—4—200.

4. The existing methods of recruitment to the posts of Inspectors and the qualifications for recruitment are not uniform. We suggest that they should be made similar, recruitment being made through the West Bengal Civil Service and Allied Services Examination, Group D.

CHAPTER 47

National Employment Service

1. This organisation puts into touch with one another employers looking for qualified candidates and the unemployed persons who have the required qualifications and whose names are registered with it. Its administration and control are the responsibility of the State Government, the Government of India contributing 60 per cent. of the expenditure for its maintenance.

2. The annexed Table shows the distribution of staff among different scales, their number and the methods of recruitment. It will be noticed that recruitment to the posts are partly direct and partly by promotion or transfer from other services.

3. At present, there is no regularly organised service either for the State (i.e., the Gazetted) Service or for the Subordinate posts. We suggest that regular services should be constituted both in the Gazetted and the Subordinate fields on the pattern followed elsewhere.

Recruitment to the post of Director is either direct or by transfer from an All-India Service or from a State Service. The question of pay and allowances of All-India Service officers is outside the scope of our enquiry. For the State Service Officers, we suggest their grade pay plus a special pay of Rs.200. Direct recruits on appointment may be given pay in the scale 1,300- 60—1,600.

For the Assistant Directors, Regional Employment Officers and the Employment Officers there are now two different scales 250—850 and 250—750, although their duties are broadly the same. We suggest for them a unified scale of 300—30—900.

Subject to the above observations, our recommendations are as follows:—

	Rs.	
Director	1,300 60—1,600	(for direct recruits).
Deputy Director	400—40—1,000	50 --1,250.
Assistant Directors ..	} 300- 30—900.	
Regional Employment Officers ..		
Employment Officers ..		
Assistant Employment Officers ..	250—15—550.	
Junior Employment Officers ..	200-- 10—400.	

State Government servants appointed on transfer to any of the above posts other than that of the Director should draw their grade pay only (and no special pay in addition).

4. The pay scales of the Employment Officers are now different from that of the Assistant Director and the Regional Employment Officers. According to our recommendations they will be the same. We, therefore, suggest that the nomenclature of all the posts on the proposed scale 300—30—900 and their recruitment qualifications be suitably revised in conformity with the new unified pattern.

TABLE

(Chapter 47, paragraph 2.)

Statement showing the distribution of staff in the National Employment Service amongst different scales, their number and the methods of recruitment and qualifications

Name of the posts.	Methods of recruitment and qualifications.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Gazetted Posts						
Director (i) By selection or (ii) by transfer from— (a) an All-India Service, or (b) a State Service.	1	..	1,300—1,500	228—263	1,528—1,763
Deputy Director (i) By selection, or (ii) by promotion from the posts of Assistant Director, National Employment Service, West Bengal, and Regional Employment Officers, or (iii) by transfer from a State Service.	..	1	350—1,200	70—210	420—1,410
Assistant Director (i) By selection, or (ii) by promotion from the post of Employment Officer, or (iii) by transfer from a State Service.	1	..	250—850	60—149	310—999
Regional Employment Officer	1	..			
Employment Officer (i) By selection, or (ii) by promotion from the post of Assistant Employment Officer including Assistant Employment Officer (Technical), or (iii) by transfer from a State Service.	3	5	250—750	60—131	310—881

255-529

55-79

200-450

25

13

Assistant Employment Officer

22A

.. (i) By selection on the results of the West Bengal Civil Service (Executive) and Allied Services Examination, or (ii) by promotion from the posts of (a) Junior Employment Officer (Non-gazetted); (b) Superintendents and Upper Division Clerks of the Directorate of National Employment Service, West Bengal, and (c) Superintendents of Regional Employment Exchanges, provided that not more than 25 per cent. of the posts in the cadre shall be filled by promotion, or (iii) by transfer from State Service.

Non-Gazetted

200-365

50-65

150-300

6

..

Junior Employment Officer

.. (i) 50 per cent. by promotion from senior and qualified members of the clerical staff, and (ii) 50 per cent. by selection through interview.

CHAPTER 48

National Volunteer Force

The distribution of posts in different categories, their pay scales and the number are given below:—

Name of the posts.	Basic scale of pay.	Number of posts.
	Rs.	
(1) Assistant Company Commanders ..	130—5—180 ..	39
(2) Platoon Commanders, Agramis ..	65—3—95—2—115 ..	165
(3) Section Commanders ..	50—1—68—2—80 ..	225
(4) Barbars and Dhobis ..	45—1—55—1/2—60 ..	32
(5) Cash Sarkar, Record Suppliers, Male Nurse, Guards and Sentries.	35—1/2—40—1—50 ..	98
(6) Rakshis	30—1/2—35—1—45 ..	1,233
		<hr/> 1,780 <hr/>

2. The entire staff is temporary. They are not allowed like all other Government servants any Dearness or Food Allowance. They are given in lieu thereof, free rations and are also provided with free quarters. When free rations or free quarters cannot be made available, they are allowed the following allowances, viz.—

	For the staff in items 1—5 above.	For the staff in item 6 (i.e., the Rakshis).
	Rs.	Rs.
Cash allowance in lieu of free rations ..	50	25
House-rent allowance in lieu of free quarters ..	20	5

3. The staff thus stands on a different footing from those in other establishments and we do not think that the *status quo* need be disturbed.

CHAPTER 49

Panchayat

The Panchayat organisation is under the administrative control of the Department of Local Self-Government. The supervision of this organisation is in the hands of the Director, who is also *ex-officio* Joint Secretary to Government. This post is now held by a retired officer of the Indian Administrative Service. The hierarchy below him is as follows:—

Name of the posts.	Recruitment qualifications.	Number of posts.		Existing emoluments.		
		Per- ma- nent.	Tem- pora- ry.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Deputy Director, Panchayat.	Not yet fixed	..	1	250-850 <i>plus special pay of</i> Rs.200.	79-184	529-1,234
Assistant Director, Panchayat.	By transfer from the W. B. C. S. or from other State Services.	..	1	250-850 <i>plus special pay of</i> Rs.75.	70-162	395-1,087
District Development Officer and ex- officio District Panchayat Officer.	Held by West Bengal Civil Service Officer.	3	9	250-850 <i>plus special pay of</i> Rs.75.	70-162	395-1,087
Panchayat Supervisors.	75 per cent. by direct recruitment of graduates and 25 per cent. by promotion of Collectorate Clerical Staff.	1	12	125-250	50-60	175-310

The post of Deputy Director, Panchayat, is now held by a retired officer on re-employment. We suggest that this post should be included in the cadre of the West Bengal Civil Service (Executive) and filled up by deputation from the said cadre on grade pay plus a special pay of Rs.100.

For the post of Assistant Director, Panchayat, we suggest the pay scale of the Service from which the officer is transferred (without any special pay).

The District Development Officer and *ex-officio* Panchayat Officer belongs to the cadre of the West Bengal Civil Service (Executive) and is allowed, for his duty as *ex-officio* Panchayat Officer, a special pay of Rs.75. Following the principle adopted elsewhere, we suggest that the special pay should not be granted.

As to the Panchayat Supervisors, we suggest the scale 175-7-245-8-325.

CHAPTER 50

Police Administration

The Police administration is the responsibility of the Inspector-General of Police in the Districts and of the Commissioner of Police in Calcutta. The Police force consists of—

- (i) the ordinary police force to attend to the day to day police duties such as maintenance of law and order, detection of crimes, etc.;
- (ii) the Armed Reserves stationed in the city and in the districts to deal with emergencies arising out of riots, civil disturbances, etc.; and
- (iii) the Railway Police to preserve law and order within railway limits.

There are in addition the Confidential Branches of the Police Department, viz., the Special, Detective, Security Control and Enforcement Branches of the Calcutta Police, and the Intelligence, Criminal Investigation and Enforcement Branches of the West Bengal Police, which deal with crimes of special character.

2. The annexed Table I shows the distribution of the staff among different scales, their number and also the methods of recruitment. It will be noticed that recruitment at the lowest level is entirely direct; but in the higher posts, it is partly direct and partly by promotion or entirely by promotion.

3. Like all other establishments under Government, the pay scales of the police staff, both Gazetted and subordinate, were revised in 1950. The Subordinate Executive staff in the West Bengal Police of the rank of Inspectors and below then drew pay in scales lower than those of corresponding ranks in the Calcutta Police. In the revision of 1950, this position was maintained and the pay scales of the staff *vis-a-vis* those in Calcutta Police were fixed as follows:—

				West Bengal Police.	Calcutta Police.
				Rs.	Rs.
Inspectors	250—350	300—400
Sub-Inspectors	100—200	150—250
Head Constables	50—60	50—75
Constables	30—45	35—50

In the revision of 1950, the Assistant Sub-Inspectors both in Calcutta and West Bengal Police were allowed the same time-scale (55—100).

In addition to pay in the above time scales, all the Police personnel of the rank of Inspectors and below, both in the Calcutta and in the West Bengal Police, used to draw rations at concessional rates, the cash value of which was subsequently calculated at—

- (i) Rs.35 for Inspectors, Sergeants and Sub-Inspectors;
- (ii) Rs.10 for Assistant Sub-Inspectors and Head Constables;
- (iii) Rs.12 for Constables,

4. In 1955, there was a general strike by the Police Constables—both of the Calcutta and West Bengal Police, as a result of which—

- (a) the minimum and maximum pays of the Inspectors and the Sub-Inspectors in West Bengal Police were raised by Rs.50 and equalised with those of Inspectors and Sub-Inspectors in Calcutta Police;
- (b) the pay scale of the Assistant Sub-Inspectors which was, as observed above, the same both in the Calcutta Police and the West Bengal Police was raised;
- (c) the pay scales of all posts of the rank of Head Constables and below both in the Calcutta and in the West Bengal Police were revised upwards and equalised; and
- (d) all the Police personnel of the rank of Inspectors and below—whether employed in the Calcutta or in the West Bengal Police—had their pay re-fixed after treating as pay, the cash value of the subsidised food as mentioned above.

We find that the emoluments now paid to members of the Police Force in this State are in all cases higher than those in any other State with the exceptions that in the city of Bombay, the Constables, Sub-Inspectors and Inspectors and in East Punjab and Madras, the Assistant Sub-Inspectors enjoy slightly better scales.

5. In 1950, when the pay scale of the Deputy Superintendents of Police was revised to 250—750, the Junior scale in the I.P.S. was 350—850. The latter scale has lately been upgraded to 400—950. To maintain the old parity between the two scales, the pay scale of Deputy Superintendents may now be upgraded to 300—30—900. For the Assistant Commissioners of Police (Calcutta Police), the scale may for similar reasons be upgraded to 500—25—550—30—700.

Regarding the other posts in the annexed Table, we recommend that posts on the existing basic scales shown in column (1) of the Table below may be given the pay scales as shown in column (2) thereof.

TABLE

Existing basic scale.		Proposed scales.	
(1)		(2)	
Rs.		Rs.	
300—10—400	350—25—525.
200—10—300	250—15—400.
150—4—230—5—250	175—7—245—8—325.
110—4—150	140—5—210.
65—3—95—2—115	} 110—4—170.
85—4—105—3—120	
60—3—75—3/2—90	100—3—136—4—140.
55—1—75	} 85—1—100—2—120.
55—1—70	
45—1—55—1/2—60	80—1—85—2—105.
35—1—55	70—1—80—2—100.

The patrol-woman at Sealdah G.R.P. is on a consolidated pay scale and we do not recommend any change.

6. Besides, there are the following posts on the pay scales shown against them:—

Name of the post.	Number of posts.		Existing emoluments.			Methods of recruitment.
	Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance.	Total.	
			Rs.	Rs.	Rs.	
Registrar, Office of Inspector-General of Police.			200—650	55—114	255—764	By promotion of Head Clerk in the Office on Rs.300—400.
Special Officer, Office of the Inspector-General of Police.			250—750	60—131	310—881	By promotion of Registrar of the Office of Inspector-General of Police.
Administrative Officer, Calcutta Police.			400—600	70—105	470—705	By promotion of Head Clerk or Superintendent in the Office of Commissioner of Police or the Inspector-General of Police.
Police Prosecutor, Calcutta Police.	26		350—650	70—114	420—764	By direct recruitment of Law Graduates with at least 8 years' experience at the Bar.

We suggest for the posts pay scales as follows:—

	Rs.
Registrar, Office of the Inspector-General of Police	500—25—550—30—700.
Administrative Officer, Calcutta Police	
Special Officer, Office of Inspector General of Police	300—30—900.
Police Prosecutors, Calcutta Police	300—30—900.

7. *Special Pays*.—The annexed Table (No. II) shows the amount of Special Pays drawn by the different categories of officers in the Police Establishment. Majority of these allowances are attached to:—

(a) the Confidential Branches, i.e., Special, Security Control, Special Port Police and the Enforcement Branches of Calcutta Police and the Intelligence, Criminal Investigation and Enforcement Branches of the West Bengal Police;

(b) the Armed Branches; and

(c) the Police Training School, Calcutta, and the Police Training College, Barrackpore.

The rest are for—

- (i) Duty in Raj Bhawan;
- (ii) Veterinary duty for enforcement of the Glanders and Farcy Act (Act I of 1899);
- (iii) Traffic Duty.
- (iv) Driving motor vehicles; and
- (v) Duty in border out-posts at Pedong in the district of Darjeeling and in the check posts in the district of Darjeeling.

In addition, Special pays are given to the "Wireless staff" in the West Bengal Police (commonly known as Technical Pay) and to the Sergeants and Sergeant-Majors in the Calcutta Police.

8. We now proceed to deal with each of the above kinds of Special pays separately below:—

(a) *Special Pays in the Confidential Branches of the Police Establishment.*—Compared with the rates of Special pays paid in the Detective Branch of the Calcutta Police and the Criminal Investigation Branch of the West Bengal Police, it appears that the allowances paid in the Special, Security Control, Special Port Police and the Enforcement Branches of the Calcutta Police and in the Intelligence and District Enforcement Branches of the West Bengal Police are generally higher. The duties in all these Branches are such that an inducement is considered necessary; but we do not find any good grounds for allowing different rates of Special pays for comparable work in the different branches of the establishments. We accordingly recommended that the Special pays in all the abovementioned Branches should be standardised and fixed as follows:—

	Rs.			
Deputy Superintendents of Police	} 60
Assistant Commissioners of Police	
Inspectors	40
Sergeant /Sub-Inspectors	25
Assistant Sub-Inspectors	} 7
Head Constables	
Constables	3

(b) *Special pays in the Armed Branches.*—Of the three Assistant Commissioners in charge of the Armed Forces of the Calcutta Police, one draws special pay at Rs.85 per month and the other two at Rs.75 each per month. These rates are the same as for the Assistant Commissioners in the Confidential Branches of the Calcutta Police Establishment. Following our recommendation in respect of the Assistant Commissioners in the Confidential Branches, we suggest for the Assistant Commissioners, Calcutta Armed Police, a Special pay of Rs.60 each per month. Similarly, for the Assistant Commandants of the Armed Police Battalion, West Bengal Police, all of whom belong to the rank of Deputy Superintendents of Police, we recommend the Special pay of Rs.60 each per month.

The other Special pays are for the Head Constables and the staff below them (including Naiks, Lance Naiks, Sepoys, etc.). All of them draw an Armed Branch Allowance. In addition, special allowances are paid to some of the staff, viz.—

- (i) Naik allowance for the Naiks of the West Bengal Police; and
- (ii) "Armourers' allowance" for being in-charge of arms.

We have not got sufficient material before us to enable us to consider if additional remuneration is necessary in all the posts to which it is now attached. We, however, find that the rates of allowances now paid in the Calcutta and in the West Bengal Police differ considerably, although

the nature of their duties is broadly similar. We are thus of opinion that the varying rates of Special pays now in force may be standardised. We, therefore, suggest standardisation as follows:—

Rs.

(i) *Armed Branch Allowances—*

Head Constables	... 5
Constables	... 4
Naiks	... 4
Lance Naiks	... 3
Sepoys	... 2

(ii) *Naik Allowance—*

Rs.3 for the Naiks in Calcutta and West Bengal Police; and

(iii) *Armourers' Allowance (irrespective of the rank to which the armourers may belong)—*

Rs.

1st Armourer	... 5
2nd Armourer	... 3
Armourer	... 2
Buglers' or Drummers' Allowance	... 2

(c) *Special pays in the Police Training School, Calcutta, and in the Police Training College, Barrackpore.*—All officers directly recruited to the Calcutta or to the West Bengal Police from the rank of Deputy Superintendents of Police down to that of Constables are sent, immediately on appointment, for training in the Police Training College, Barrackpore. In the Police Training School, Calcutta, only those officers in the Calcutta Police who are subsequently selected for traffic duty, undergo a special course of training. The Instructors are all Police Officers deputed from their normal cadre. While in the School or in the College they are employed whole-time on teaching work. The work of instructing the new entrants to a service is a part of the normal duties of the service and cannot in any case be said to involve greater arduousness or responsibility than the operational duties of the service. Hence no extra remuneration should be claimed or admitted for such work, done either on a part-time or whole-time basis. We accordingly suggest that all the special pays now paid in the above two institutions should be withdrawn.

Constables draw on recruitment the pay of the posts from the date of their appointment. It is not clear to us how 321 Constables of the Calcutta Police came to be allowed a Special pay of Rs.2 each while on training in Police Training School, Calcutta. Recruit Constables in West Bengal Police who are sent to the Barrackpore Training College after recruitment are not allowed any such Special pay. There is thus no reason for allowing the Special pay to the recruit Constables in Calcutta Police and we recommend that it be withdrawn.

(d) *Special pay for Raj Bhawan duty and Traffic duty.*—Guard duty of the Police Constables and Head Constables in Writers' Buildings is as responsible as in Raj Bhawan; but no Special pay or any other extra remuneration is paid to the staff posted at Writers' Buildings. We, therefore, do not find any justification for paying a Special pay to the Raj Bhawan staff.

In the Traffic, however, the duties are more arduous involving continuous strain under the sun and in the rains. We are thus of the view that the Special pay for the Traffic staff should continue; but they may be fixed at—

Head Constables—Rs.3 each per month.

Constables—Rs.2 each per month.

In our proposal regarding the Special pays for the staff in the Armed Branches, the maximum amount which we have suggested for the Head Constables, Constables, etc., in-charge of arms is Rs.5. Following the said principle, we suggest that the Special pay of the 10 Constables in the Traffic Branch of the Calcutta Police be reduced to Rs.5.

(e) *Special pay for Veterinary duty.*—For preventing and dealing with out-breaks of equine diseases in the town of Calcutta and its Suburbs in accordance with the provisions of the Glanders and Farcy Act (Act No. 1 of 1899) there are in the Department of Veterinary Services, several Veterinary Inspectors with 1 Head Constable and 7 Constables under them. The Act relates to a period when the horse-drawn carriages were the main vehicular traffic on the streets of Calcutta. Equine diseases were then highly prevalent; its effective control was vital to the normal functioning of the city and great care and attention had continuously to be devoted to the purpose. With the introduction of mechanised conveyances, there are at present very few horse-drawn carriages in the city with consequent decline in the number of horses and their diseases. Need for any special staff for this purpose, thus, seems to have disappeared. Government is, therefore, advised to consider if the epidemic control work among the horses may not be taken over by the ordinary Epidemic staff now maintained in the Department of Veterinary Services and the special staff disbanded.

Police staff accompanying Excise Officers in their raids do not get any extra remuneration for such duties. We do not, therefore, find any good ground for continuing the Special pays for the Head Constables and Constables employed on Veterinary duty and recommend that they may be withdrawn.

(f) *Driving Allowances to Head Constables and Constables.*—We are satisfied that special pays are justified in these cases and they may continue.

(g) *Duty in border out-posts and Check-posts.*—We are satisfied that special pays are justified in these cases and they may continue.

(i) *Special pays of the Sergeants and Sergeant-Majors in Calcutta Police.*—We are satisfied that special pays are justified in these cases and they may continue.

TABLE I

(Chapter 50, paragraph 2.)

Statement showing the distribution of the posts in the Police Establishment among the different scales, their number and the recruitment qualification

Name of the Service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(a) Gazetted Posts						
West Bengal Police Service—						
Deputy Superintendent of Police	50 per cent. by direct recruitment through the West Bengal Civil Service Examination and 50 per cent. by promotion of Inspectors in West Bengal Police.	69	4	250—750	60—131	310—881
Assistant Commissioners of Police (Calcutta Police).	By promotion of Inspectors of Calcutta Police.	23	2	400—600	70—105	470—705
Inspectors, Calcutta Police	} Entirely by promotion from lower ranks	125	16	300—400	65—70	365—470
Inspectors, West Bengal Police ..		242	5			
Inspector, Anti-corruption and Enforcement.	} Entirely by promotion from lower ranks	39	10	300—400	65—70	365—470
Inspector, Wireless, West Bengal Police.		4	..			

(b) Subordinate (Executive) Posts

Sergeant-Major, Calcutta Police	18	..	18
Sergeants, Calcutta Police	344	5	344
Wireless Sergeants, Calcutta Police	61	1	61
Sergeant, Anti-corruption and Enforcement.	1	..	1
Sub-Inspectors, Calcutta Police	565	77	565
Subedar-Major, Calcutta Armed Police.	19	..	19
Sub-Inspectors, West Bengal Police	1,638	362	1,638
Supervisors, Grade I and Grade II (Wireless), West Bengal Police.	126	5	126
Sub-Inspectors, Anti-corruption and Enforcement.	394	99	394
Assistant Sub-Inspectors, Calcutta Police.	552	154	552
Assistant Sub-Inspectors, West Bengal Police.	1,379	214	1,379
Wireless Operator, West Bengal Police.	416	21	416
Assistant Sub-Inspectors. Anti-corruption and Enforcement.	33	99	33
Janadar, Armed Police, Calcutta	46	..	46
Head Constables, Calcutta Police	541	9	541
Havildar-Major, Calcutta Armed Police.	169	..	169
Head Constables, West Bengal Police.	1,388	41	1,388

(1) Sergeants—Entirely by direct recruitment of I.A.s or I.Sc.s

(2) Sub-Inspectors—

(i) Calcutta Police—50 per cent. by direct recruitment, 50 per cent. by promotion of Assistant Sub-Inspector.

(ii) West Bengal Police—75 per cent. by direct recruitment and 25 per cent. by promotion of Assistant Sub-Inspector.

Both by direct recruitment and by promotion.

Both by direct recruitment and by promotion.

By promotion of Head Constables in Armed Police.

By promotion of Constables

Name of the Service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.						
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.				
				Rs.	Rs.	Rs.				
(b) Subordinate (Executive) Posts (contd.)										
Sowers, Calcutta Police	.. By direct recruitment	..	85	..	55—75	40—40	95—115			
Constables, Naiks, Sepoys, etc., Calcutta Police.	} By direct recruitment	{	10,797	289	{	{	{			
Constables, Naiks, West Bengal Police.			24,878	1,338				45—60	30—40	75—100
Constables, Anti-corruption and Enforcement.			217	109						
Patrol-woman at Sealdah G. R. P.	8	..	60 (Consolidated)	..	60 (Consolidated)				
Eastern Frontier Rifles										
Subedar-Major, Eastern Frontier Rifles.	By promotion of Subedar	..	1	..	300—400	65—70	365—470			
Subedar, Eastern Frontier Rifles	By promotion of Jamadar	..	7	..	200—300	50—65	250—365			
Jamadar, Eastern Frontier Rifles	By promotion of Havildar	..	11	..	110—150	45—45	155—195			
Havildar, Eastern Frontier Rifles	By promotion of Naiks, etc.	..	49	..	55—70	40—40	95—110			
Lance Havildar, Naiks, Sepoys, Recruit Boy, etc., in Eastern Frontier Rifles.	By direct recruitment	..	638	..	35—55	30—40	65—95			

TABLE II
(Chapter 50, paragraph 7.)
List of Special Pays in Police Establishments

Designation of Officer.	Calcutta Police.				West Bengal Police.			
	Special Branch.	Detective Department.	Security Control.	Central Enforcement.	Special Port Police.	Criminal Investigation Department.	Intelligence Branch.	District Intelligence Branch.
(a) Special pays in the Confidential Branches of the Police Establishments								
Assistant Commissioner of Calcutta Police.	3 on Rs.75 each.	1 on Rs.75	2 on Rs.85 each.	2 on Rs.75 each.
Deputy Superintendents of Police, West Bengal Police.
Inspectors ..	15 on Rs.51 each.	4 on Rs.51 each; 1 on Rs.50, 6 on Rs.40 each; 1 on Rs.42.50.	9 on Rs.51 each.	18 on Rs.51 each; 3 on Rs.50 each.	1 on Rs.51	2 on Rs.60 each.	7 on Rs.75 each.	..
Sergeants ..	1 on Rs.35	..	28 on Rs.40 each.	1 on Rs.35	..	39 on Rs.40 each.	29 on Rs.50 each.	23 on Rs.50 each.
Sub-Inspectors ..	108 on Rs.35 each.	10 on Rs.35, 12 on Rs.25, 1 on Rs.25.50,	32 on Rs.35 each.	152 on Rs.35 each, 5 on Rs.35 plus Rs.15 for supervisory work.	4 on Rs.35 each.	84 on Rs.25 each.	84 on Rs.35 each.	153 on Rs.35 each.
Assistant Sub-Inspectors ..	143 on Rs.12.50 each.	3 on Rs.12.50, 7 on Rs.7.	58 on Rs.12.50.	6 on Rs.12.50.	..	10 on Rs.7 each.	41 on Rs.12.50 each.	138 on Rs.12.50 each.
Head Constables ..	3 on Rs.8 each.	4 on Rs.8, 3 on Rs.7.	2 on Rs.8	3 on Rs.7	6 on Rs.8 each.	6 on Rs.8 each.
Constables ..	586 on Rs.4 each.	50 on Rs.4, 65 on Rs.3.	97 on Rs.4	106 on Rs.4, 13 on Rs.3, Watcher Constable 1 on Rs.6.	..	113 on Rs.3 each.	84 on Rs.11, 194 on Rs.4, 1 on Rs.9.	410 on Rs.4, 98 on Rs.6, 120 Watchers on Rs.10, 105 on Rs.4, 100 Guard Constables on Rs.8.

Designation of Officers.	West Bengal Police.	
	Calcutta Police.	Armed Police Battalions, Barrackpore. District Battalions.
(b) Special pays in the Armed Branches of Calcutta and West Bengal Police		
Assistant Commissioner of Police, Calcutta.	1 on Rs. 85.	...
Head Constables	2 on Rs. 75 each.	Assistant Commandants—Rs. 85.
Havildar Major	15 on Rs. 7 each.	...
Constables/Havildars	(i) 2 on Rs. 7 per month for Armed duty <i>plus</i> Rs. 15 as Armourers (total Rs. 22 per month).	3 on Rs. 5 (as Armed Branch Allowance).
	(ii) 154 on Rs. 7 only
		(i) 6,940 on Rs. 4 each.
		(ii) 30 on Rs. 4 <i>plus</i> Rs. 2 Bugler's allowance.
		(iii) 15 on Rs. 4 <i>plus</i> Rs. 5 as 1st Armourer's allowance.
		(iv) 20 on Rs. 40 <i>plus</i> Rs. 3 as 2nd Armourer's allowance.
		(v) 15 on Rs. 4 <i>plus</i> Rs. 2 as Drummers' allowance.
Naik	(i) 2 on Rs. 7 for Armed duty <i>plus</i> Rs. 10 as Armourer.	220 on Rs. 3 as Naik Allowance and Rs. 4 as Armed Branch Allowance.
	(ii) 290 on Rs. 7 (including 2 in Public Vehicle Department.)
Lance Naik	(i) 2 on Rs. 5 for Armed duty <i>plus</i> Rs. 10 as Armourer.
	(ii) 274 on Rs. 6.
Sepoys	(i) 40 on Rs. 4 for Armed duty <i>plus</i> Rs. 10 as Armourer.
	(ii) 16 on Rs. 4 <i>plus</i> Rs. 5 as Assistant Armourers.
	(iii) 32 on Rs. 4 <i>plus</i> Rs. 3 as Bugler.
	(iv) 32 on Rs. 4 <i>plus</i> Rs. 2 as Drummer.
	(v) 2,643 on Rs. 4 (including 6 in Public Vehicles Department).

(c) Special pays in Police Training School, Calcutta, and the Police Training College, Barrackpore

Inspectors	2 on Rs.21.25 each	{ 1 on Rs.50 (as Drill Instructor). 5 on Rs.40 (as Law Instructor). 2 on Rs.50 (in Detective Training School).
Sub-Inspectors	{ 4 on Rs.17 each 8 on Rs.15 each	{ 14 on Rs.25 (as Law Instructor). 9 on Rs.25 (as Drill Instructor).
Assistant Sub-Inspectors	9 on Rs.7 each	21 on Rs.7 (as Law Instructor).
Head Constables	21 on Rs.5 each	55 on Rs.7 (as Drill Instructor).
Constables	8 on Rs.5 each
Recruit Constables	321 on Rs.2 each

(d) For Raj Bhaban duty

Head Constables	6 on Rs.3 each.
Constables	72 on Rs.2 each.

(e) For Traffic duty

Head Constables	77 on Rs.5 each.
Constables	4 on Rs.10 for being in charge of Arms; 945 on Rs.3 each.

Designation of Officer.		Police Training School, Calcutta.	Police Training College, Barrackpore.
(7) For Veterinary duty for Enforcement of the Glanders and Farcy Act (Act I of 1899)			
Head Constables	1 on Rs.20.
Constables	7 on Rs.7 each.
(8) Driving Allowance of Constables and Head Constables			
Head Constables	(i) Rs.30 in Calcutta and its Industrial belts, and
Constables	(ii) Rs.20 elsewhere.
(9) Special pays for being posted in Border out-posts and in check-posts in the district of Darjeeling			
Assistant Sub-Inspectors of Police, Kalimpong.	..	2	50 percent. of basic pay (termed frontier allowance). It is paid only to those posted at Pedong in Darjeeling District.
Head Constables	
Constables	11	
Constables	25	
Constables	Rs.10 each in check-posts in Darjeeling district.
(10) In Wireless Branch of the West Bengal Police			
Inspector, Wireless	3 on Rs.50 each as Technical pay.
Supervisors, Grade I	17 on Rs.50 each.
Supervisors, Grade II	104 on Technical pay as follows:

CHAPTER 51

Printing Establishment

We have included in this category, printing staff in—

- (a) Government Presses at Alipore, Raj Bhaban and Cooch Behar which are designed to handle most of the printing work of Government, except standard forms;
- (b) Alipore Central Jail Press primarily meant for printing standard forms;
- (c) Calcutta Police Press, of which the principal work is to print the Calcutta Police Gazette daily; and
- (d) Director of Land Record's Press which prints departmental maps such as Revenue Survey Maps, District Maps, Village Maps and so on.

The Government Presses at Raj Bhaban and Cooch Behar are branches of the main Press at Alipore. In these Presses and also in the Alipore Central Jail Press and the Calcutta Police Press, printing work is done more or less by the same process. In the Director of Land Record's Press, the printing processes are different. In the latter, all departmental maps are first printed lithographically from grained zinc plates and then transferred to papers with the aid of printing machines. We thus propose to deal with the first three Presses together, the Director of Land Record's printing Establishment being left to be considered separately.

2. We are informed that Government have, in the past, treated the employees in the West Bengal Government Press and the Alipore Central Jail Press alike in the matter of their pay scales. The Calcutta Police Press is a very small unit but the nature of the work is similar. In our recommendations which follow, we have tried to provide equal pay scales for equal work as far as practicable.

(a) Government Presses at Alipore, Raj Bhaban and Cooch Behar; Alipore Central Jail Press and Calcutta Police Press

(1) Pay Scales

3. The annexed Table shows the distribution of the staff among the different Presses, their number, the pay scales (inclusive of Dearness and Food Allowances) and the methods of recruitment.

So far as the Superior staff are concerned we suggest for them pay scales as follows:—

	Rs.
Superintendent, West Bengal Government Press	700—50—1,250.
Deputy Superintendents, West Bengal Government Press.	} 300—30—900.
Press and Forms Manager	
Assistant Superintendents, West Bengal Government Press.	250—15—550.

The Labour Welfare Officer in the West Bengal Government Press, Alipore, is borne on the cadre of that office. He draws pay in the scale (250—750) which is almost equivalent to that of the Assistant Labour Commissioner (250—850) under the Commissioner of Labour. Considering the

duties and responsibilities of the post, we think that it should be included in the cadre of Labour Officers in the Junior Labour Service and filled up by deputation from the said cadre on its grade pay only, the existing incumbent being taken on the appropriate cadre of the Labour Department otherwise protected. Pending such action, we suggest that the pay scale of the post should be in the scale of the Labour Officers (i.e., 250—15—550).

The Cooch Behar Branch Press is under the control of a Manager with a Section Holder under him. The Manager draws the same pay as the Assistant Superintendent, West Bengal Government Press, and the Section Holder's scale is the same as that of Assistant Section Holders in the main office. The branch office at Cooch Behar being a very small unit, we suggest that the possibility of placing the Press under the control of a Section Holder and of designating the post of Section Holder as Assistant Section Holder may be considered. Pending a decision on this point, the Manager may be given the time-scale 250—15—550.

4. The Subordinate staff in the Technical Field are broadly classified as follows:—

- (a) Production Branch staff, i.e., the staff employed in composing, machine and binding branches of the Press;
- (b) Store-keepers, Time-keepers, etc., who are all promoted officers from the Clerical Establishment of the office; and
- (c) Reading Branch staff, i.e., the Readers, Revisers and Copy Holders.

We suggest that the pay scales of the Store-keepers, Time-keepers, etc., should be fixed along with the Clerical Establishment of the office on the basis of our recommendations in respect of such staff. For the staff in the Reading Branch, our recommendations are as follows:—

Present scale.		Proposed scale.	
Rs.		Rs.	
55—100	125—3—140—4—200	}
55—130		
90—130		
130—180	200—10—300	}
150—250		
250—300	250—15—400	
275—375	300—20—400—25—450	

5. The Production Branch staff in the Alipore Central Jail Press and the Calcutta Police Press have all along been on the salaried establishment but in the West Bengal Government Press at Alipore and its branch offices a system of payment by results (i.e., at piece-rates) was in force prior to 1946; this was subsequently abandoned and replaced by a salaried system, as a result of a general strike by the Press employees. At present all the workers in Production Branches of the said establishment (with a few exceptions who opted to remain on piece-rate) are on the salaried system.

The pay scales fixed for the Production Branch staff in the West Bengal Government Press, Alipore, in 1946 were based on the scales prevailing in the private printing presses. In 1950, there was a general revision and

the scales of these employees were revised upwards. Some of these scales were again upgraded in 1956; but as the workers went on representing against the decision, Government appointed in 1958, a Committee (known as the "West Bengal Government Press Reorganisation Committee") to go into the question of pay structure as well as the emoluments of the Industrial workers of the West Bengal Government Presses at Alipore, Raj Bhaban and Cooch Behar, in the light of the prevailing cost of living and also of the existing scales and emoluments in representative printing establishments in Calcutta. The Committee considered that standardised scales of pay—long running ones—for groups of workers broadly divided into the Skilled, Semi-skilled and Un-skilled categories without indulging in fine distinction based on degree of skill but providing for equal opportunities for payment in service was likely to go a long way in satisfying the demands of Press workers. They, therefore, suggested that the entire Press establishment be divided into the following groups with comprehensive pay scales as shown below, viz.,—

Posts in the Higher Supervisory Groups (on the existing scales 150—250 and 150—210).	150—12—210—15—240—250 (8 years).
Posts in the Lower Supervisory Group (on the existing scales 110—150 and 130—180).	130—6—160—10—180 (7 years).
Highly Skilled Operatives (on the existing scale 125—225) ..	125—130—4—150—5—220 (E. B.)—6—250 (25 years).
Skilled and Semi-skilled Operatives (on the existing scales—70—150, 130—180, 55—130, 90—130, 75—105, 55—100, 50—80, 60—90, 50—75, 50—60, 40—60, 35—50, 30—45, etc.).	55—3—70—(E. B.)—4—130—5—150 (24 years) with Selection Grade 150—6—180.*
Un-skilled Worker	25—1—30 (E.B.)—1—40 (E.B.)—2—60 (25 years).

Government considered the above recommendations of the Committee and decided that the pattern of the pay scales recommended by them was not in existence either in Government of India Presses or in Presses under the control of various other State Governments. Such a system was also not in effect in the Private Presses. The recommendations of the Press Reorganisation Committee were not thus accepted.

6. We have gone through the recommendations of the Reorganisation Committee and the pay scales of the different categories of posts under consideration. We find that both in the Supervisory and in the Skilled and Semi-skilled groups, posts having the same designation and with similar nature of duties carry different rates of pay in different Presses and even in the same establishment. For instance, Overseer in the Supervisory Group in the Alipore Central Jail Press is on a higher scale than the Overseer in the West Bengal Government Press. Compositors are on the scale 70—150 in the West Bengal Government Press and Alipore Central

*N.B.—For the purpose of application of the scale (55—150) the Committee suggested that the period of the first 5 years from 55—70 be treated as Semi-skilled stage.

On crossing the Efficiency Bar at Ra.70, the workers should enter the Skilled category and at the stage of 130 after 15 years of service they will be considered for promotion to the Lower Supervisory Group and in case they maintain their efficiency and justify their claim for further advancement they will be considered for promotion to the Higher Supervisory Group at the stage of Ra.150 but those who cannot go to the Supervisory scale at all but maintain their skill may be considered for Selection Grade in the scale 150—6—180 and not beyond that stage.

Jail Press, on 90—130 in Calcutta Police Press, on 55—100 in Cooch Behar Press and on 70—150 and 60—90 in Raj Bhaban Press. Similarly, Binders are on 55—100 in Alipore Central Jail Press, but on the scale 55—130 in Government Presses at Alipore, Raj Bhaban and Cooch Behar. Posts on lower scales such as Proof Pressmen, Proof Inkmen, etc., are also on different scales in different Presses and even within the same establishment.

We are thus of opinion that standardisation of the time scales on a broad-based principle is necessary to remove the apparent anomalies. The Reorganisation Committee of 1958 also felt such a necessity and recommended considerable simplification. Their proposal, however, allowed even a low-paid Semi-skilled employee (say on 35—50) pay up to Rs.180, even though he was not promoted to duties of higher responsibilities. In our view, increase in emoluments (even when no change in the duties was involved) having been assured under the Scheme, the work of a great majority of the employees was likely to deteriorate with consequent loss of efficiency in the administration. It is also not desirable to allow equal pay in posts with substantially different degrees of responsibilities. Thus while agreeing with the Reorganisation Committee that the existing pay structure admits of considerable simplification, we feel that the classification suggested by them should be revised further and subdivided on some rational principles.

7. There are at present certain posts in the Production Branches of the West Bengal Government Press and its branch offices whose pay scales require individual consideration.

The Technical hands just below the Supervisor in the Duplicating Section of the West Bengal Government Press, Alipore, is on the scale 55—130; but the pay of the Supervisor is 200—300. In our opinion, the pay scale of the post should be equal to that of Lower Supervisory posts.

In the Raj Bhaban Press there are one Manager and one Section Holder on the same scale of pay, the Manager being allowed special pay of Rs.25 in addition. There is no Assistant Section Holder in the said establishment. In our view, the Section Holder should be replaced by an Assistant Section Holder on his own grade pay, the Manager being on the scale of Section Holder (without any special pay).

We are informed that the duties of the Ludlow Operators are broadly the same as those of Compositors. We, therefore, propose to place them in the same group as that of the Compositors, the pay scales being identical.

Subject to the above comments, we suggest that the staff in the Production Branch of all the Government Presses under consideration should be organised as follows on the pay scales shown against them:—

Name of the Presses.	Name of the posts.	Proposed scale of pay.
		Rs.
	Higher Supervisory	
	<i>Group I</i>	
West Bengal Government Press.	Overseers	} 300—20—400—25—450.
Alipore Central Jail Press	Overseers	

Name of the Presses.	Name of the posts.	Proposed scale of pay.
Higher Supervisory—contd.		Rs.
Group II		
West Bengal Government Press.	Section Holders	} 250—15—400.
	Binding Foreman	
	Machine Foreman	
	Lino and Mono Mechanic	
	Head Mechanic	
Alipore Central Jail Press	Section Holders	}
	Binding Foreman	
	Machine Foreman	
	Binding and Ware-house Supervisor.	
	Head Mechanic	
Raj Bhaban Press	Manager	
Lower Supervisory		
West Bengal Government Press.	Supervisor, Duplicating Section	} 200—10—300.
	Assistant Section Holder	
	Assistant Machine Foreman	
	Assistant Binding Foreman	
	Head Caster	
Cooch Behar Press	.. Section Holders (to be designated as Assistant Section Holders)	
Raj Bhaban Press	.. Section Holder (to be designated as Assistant Section Holder).	
Alipore Central Jail Press	Assistant Section Holder	} 200—10—300.
	Assistant Machine Foreman	
	Assistant Binding Foreman	
Highly Skilled		
West Bengal Government Press.	Lino Operators	} 175—7—245—8—325.
	Mono Operators	
	Assistant Lino and Mono Mechanics	
	Assistant Mechanic, Mono Casting	
Cooch Behar Press	Mono Operators	
Raj Bhaban Press	Lino Operators	
Alipore Central Jail Press	Mono Operators	

Name of the Presses.	Name of the posts.	Proposed scale of pay. Rs.
Skilled and Semi-Skilled		
<i>Group I</i>		
West Bengal Government Press.	Ludlow Operators	} 125—3—140—4—200.
	Press Room Register Keeper	
	Machineman	
	Compositors	
	Mono Type Operator	
	Offset Machineman (Duplicating Section).	
West Bengal Government Press.	Adrema Addressing Operators (Duplicating Section).	}
	Binders	
Cooch Behar Press	Machineman	.
	Compositors	..
	Binders	..
	Mono Type Caster	.
Raj Bhaban Press	Machineman	..
	Compositors on 70—150 and 60—90	
	Binders	.. } 125—3—140—4—200.
Alipore Central Jail Press	Compositors	
	Monotype Operator	
	Binders	
	Machineman on 70—150 and 55—130.	
	Standing Forme Keeper	
	Type Store-Keeper	
	Type Foundry Foreman	
Calcutta Police Press	Printers	
	Compositors	
	Machineman	

Name of the Presses.	Name of the posts.	Proposed scale of pay. Rs.
<i>Group II</i>		
West Bengal Government Press.	Mechanics	.. }
	Machine Inkman	.. }
	Duplicating Machineman	.. }
	Rota Print Assistant (Duplicating Section).	.. }
	Junior Adrema Operator	.. }
	Distributors	.. }
	Carpenter	.. }
	Gas Fitter	.. }
	Roller Moulder	.. }
Cooch Behar Press	.. Foreman Mechanic	
	Mechanics	.. } 100—3—136 . 4—140.
	Distributors	
	Machine Inkman	
Alipore Central Jail Press	Mechanics	
	Press Corrector	
	Justifier	
	Assistant Standing Forme Keeper	
	Printing Forme Keeper	
	Carpenter	
Raj Bhaban Press	.. Machine Inkman	
	Distributors	
Calcutta Police Press	.. Distributors	

Name of the Presses.	Name of the posts.	Proposed scale of pay.
		Rs.
<i>Group III</i>		
West Bengal Government Press.	Forme Proof Pressman	
	Lino Attendants	
	Carpenter	
	Forme Proof Inkman	
	Forme Carrier	
	Forme Washers	
Cooch Behar Press	Hand Pressman	
	Proof Pressman	} 65—1—85.
	Hand Press Inkman	
	Proof Inkman	
Raj Bhaban Press	Proof Pressman	
	Forme Proof Inkman	
	Lino Attendants	
Alipore Central Jail Press	Markman	..
	Corrector, Grade—I and Grade—II	
Calcutta Polico Press	.. Pressman	.. }
Un-Skilled		
	Mazdoors	.. 60—1/2—65—1—75.

(2) *Overtime Allowance*

8. Payment of Overtime Allowance has been for sometime a usual feature in the West Bengal Government Press, Alipore. In its branch offices at Raj Bhaban and Cooch Behar, overtime allowance is paid only occasionally.

In the Central Jail Press, Alipore (where the normal working hours per week is 48 against 40 in the West Bengal Government Press) the staff are not required to work beyond 48 hours a week; but in order to compensate them for work in excess of 40 hours per week, they are allowed an allowance at 10 per cent. of their basic pay which is treated as pay for all purposes (i.e., for the purpose of Dearness Allowance, House Rent Allowance, etc., and even for the purpose of pension).

In the Calcutta Police Press, question for paying Overtime Allowance hardly arises.

9. In the West Bengal Government Press, Alipore, all employees—Clerical or Industrial (other than the Telephone Operators in superior service and the peons and durwans in the inferior service) draw—

- (a) ordinary Overtime Allowance at 125 per cent. of the basic pay for work in excess of 7 hours a day but less than 9 hours a day on week days, and in excess of 5 hours but less than 9 hours per day on Saturdays;
- (b) special Overtime Allowance at 200 per cent. of the basic pay for work in excess of 9 hours per day for all days including Saturdays.

The basic pay as mentioned above includes only the special pay and personal pay, if any, and not any other kinds of allowances.

10. The Factories Act of 1948, however, lays down that overtime allowance shall be paid when a worker works for more than 9 hours on a day or when he works for more than 48 hours in a week. For such overtime work, he is paid at twice the ordinary rate of wages which includes, besides the basic pay, such allowances as the worker is for the time being entitled to.

11. Thus, in paying overtime to the employees in the West Bengal Government Press, Government has departed from the provisions of the Factories Act of 1948 and we are of opinion that when the State Government is under statutory obligation to enforce the provisions of the Act in respect of private factories, they should not, in all fairness, depart from the provisions of the said Act in respect of their own establishment. We accordingly recommend that the provisions of the Factories Act should be followed strictly in respect of the Press Establishment.

12. There has been a general complaint of inordinate delay against the West Bengal Government Press, Alipore. We had, therefore, asked the Superintendent to furnish—

- (a) a list of arrear works in the Press,
- (b) volume of work done on an average per day by each of the press employées—separately during normal working hours and during the overtime periods; and
- (c) size of the overtime allowance against the size of the pay bill of the total establishment.

We have been given information only in respect of the size of the overtime allowance. On the other points, we have been told that the figures are not maintained and their compilation would require much time and labour. In fact it was stated that it was not known how to make a correct computation of a worker's output, or of the arrears though it was felt that arrears were now larger. This shows how defective the administration of the Press is. There is no system for checking the day's output of each employee both in and outside the normal duty hours, nor there is any arrangement for planning and processing the work sent to the Press. In such a situation, work paid at normal rates necessarily tends to go down and work paid at higher rates to go up. As overtime hours are

necessarily limited, the total output tends to fall as a direct result of the system. No wonder that while arrears of work are mounting the size of the overtime bill is increasing—it being about 33 per cent. of the total pay bill against 25 per cent. in 1950-51 to 1952-53. It would not be surprising if an enquiry revealed that the overtime system has been actually acting as an incentive to idleness during normal hours and therefore to shorter output.

The Press is intended to do the printing work of Government which is increasing fast. The Third Five-Year Plan will see a further increase—both rapid and large. On the other hand due to defective control and organisation, the output of the Press is perhaps going down. In any case all departments of Government are dissatisfied and the Press simply does not know how to measure its output. The unavoidable conclusion is that the Press must work double shifts, if not three shifts. Government of India Presses work three shifts in New Delhi and two shifts in Calcutta. If Government is to have its work done in its own Presses, it should be prepared for the expected increase in the Third Plan; the Press must work two shifts at once and three shifts as soon as possible. We accordingly recommend that a double shift with approximately one-third of the present total operational staff be introduced forthwith. Double shifts in the Government of India Press at Calcutta and in the Presses of the various other States have been working satisfactorily. We do not thus find any good reason why such a system may not work in this particular Press. The Press should also be prepared to work three shifts as Third Five-Year Plan makes progress and makes larger demand on it.

We further suggest that the 2nd shift should be manned entirely by new recruits, the hours of work in each shift being such as may be deemed suited for the purpose.

13. Hours of work.—Present working hours in the West Bengal Government Press, Alipore and its branch offices are 40 per week against 44 per week in the Government of India Press. In the Central Jail Press, Alipore, the working hours are 48 hours per week. In the Private Presses the working hours vary from 42 to 48 hours per week. We would accordingly recommend that the working hours in the Government Press at Alipore and its branch offices should be raised to 44 hours per week, i.e., to the level now prevailing in the Government of India Press.

14. Standard Outturn of work.—A successful working of the Press depends largely on a careful check of the day's output of each employee. The most unsatisfactory part of the administration of the Press is that it does not know how to measure output or arrears for purposes of such control and for comparison. It is essential that some measuring rod should be evolved and adopted immediately.

In 1953, the Commerce and Industries Department fixed an outturn of work for Linotype and Monotype Operators with provisions for—

- (i) bonus for output in excess of the standard outturn; and
- (ii) stoppage of increment for those whose outturn fell below the standard.

For the Machine Printing Section, a standard outturn was also fixed in the same year; but there was no provision for reward or penalty. For other Branches of the Press, there is no prescribed standard. The printing

industry is so closely knit that there must be a good deal of co-ordination between the different branches if it is to work to capacity. A standard of outturn for one branch with no standard for the others may lead to a bottleneck impeding the flow of work and thereby increasing idle hours. We accordingly suggest that there should be, for as many categories of workmen as possible, a minimum standard of outturn of work both during the normal working hours and during the overtime periods. Where the output is in excess of prescribed standard, the marked ability and industry may be recognised by rewards, preferably in the form of accelerated promotion. But where the average outturn say for about three months falls below the prescribed standard, it would hardly be conducive to good morale if a poor or indifferent worker be allowed to go on earning his increments as a good worker does. There should be provision for proper imposition of penalty in such cases. In a Press where operations are highly inter-dependent, an inefficient worker is doubly harmful; he not only produces less himself but he creates a bottleneck for others at the same time.

We further suggest that an objective measurement of productivity being possible in the Presses, Government should consider if the old system of paying by results cannot be restored for the new recruits. We have found that when salaried system was introduced and the piece-rate workers were offered option to come over to the salaried system, the best workers actually opted to stay on the piece-rate system. So good men do prefer the piece-rate system.

15. In the earlier paragraph, we have suggested that no overtime allowance should be paid to the employees in the West Bengal Government Press unless they work for more than 48 hours in any week. We have also suggested increase of working hours in the West Bengal Government Press, Alipore, above 40 hours per week. With the implementation of these recommendations there would be no good ground for continuing the allowance paid to the staff in the Central Jail Press, Alipore, and accordingly, it should be withdrawn.

(3) *Confidential Allowance*

16. In the Alipore Government Press, there is a Special Section for printing secret and confidential matters. The total staff in the Section is 65, of which 6 are on piece-rates and 59 are salaried staff.

The 6 piece-rate workers and the majority of the 59 salaried workers who were previously on piece-rates and came over to the salaried establishment after 1946, are drawing confidential allowance at 33½ per cent. of their basic pay, but the remaining workers who had all along been borne on the salaried establishment draw the allowance at fixed rates, the maximum amount being Rs.15 per month.

We suggest that this anomalous position be removed and the rates of confidential allowance be fixed as follows:—

- (a) Rs.5 for all in the Unskilled group irrespective of their basic pay;
- (b) Rs.10 for all in the Skilled group on basic pay up to Rs.150; and
- (c) Rs.15 for all in the Skilled group on basic pay above Rs.150.

(b) Director of Land Record's Printing Press

17. The different categories of employees in this Press, their number and pay scales are given in the Table below :

Name of the posts.	Number of posts.	Existing emoluments.		
		Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Rs.	Rs.	Rs.
Head Machineman }	6	55—100	45—45	100—145
Head Zinc Corrector }				
Printer-in-Charge }				
Head Photoman }				
Shoot Keeper }	25	40—60	35—45	75—105
Printer }				
Photoman }				
Head Grainer }				
Zinc Corrector }	46	40—60	35—45	75—105
Block Corrector }				
Forme Carrier }	7	30—45	35—35	65—80
Book Binder }	1			
Press Jamadar }	5			
Grainer }	12			
Inkman }	40	20—25	37—37	57—62
Pressman }				

It has been suggested to us that the Printer, Photoman and Head Grainer on the present scale 40—60 should be grouped with those on 55—100 and the Zinc Corrector and Block Corrector on 40—60 with those on the present scale 30—45, but as under the said proposal, the Head Photoman and the Printer-in-Charge should come to be grouped with those of their subordinates, we have found it difficult to accept the proposal except in the case of the Head Grainer. What we would thus suggest is as follows:—

Name of the posts.				Proposed scale of pay.	
				Rs.	
Head Machineman	}	100—3—136—4—140.	
Head Zinc Corrector			
Printer-in-Charge			
Head Photoman			
Sheet Keeper			
Head Grainer			
Printer	}	65—1—85.	
Photoman			
Zinc Corrector			
Block Corrector			
Forme Carrier			
Book Binder			
Press Jamadar and Grainers			
Inkman	}	60—1/2—65—1—75.	
Pressman			

TABLE

(Chapter 51, paragraph 3.)

Statement showing the distribution of staff in Government Presses among different scales, their number and methods of recruitment

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
(i) Gazetted						
Superintendent, West Bengal Govern- ment Press.	By promotion of Deputy Superintendent ..	1	..	800—1,000	140—175	940—1,175
Deputy Superintendent, West Bengal Government Press.	By promotion of Assistant Superintendents and by direct recruitment.	3	1	250—750	60—131	310—881
Press and Forms Manager By promotion of Assistant Superintendents and by direct recruitment.	1	..	250—750	60—131	310—881
Labour Welfare Officer, West Bengal Government Press.	By direct recruitment	1	..	250—750	60—131	310—881
Manager, Cooch Behar Press	..	1	..	200—450	55—79	255—529
Assistant Superintendent, West Bengal Government Press (Non-Gazetted).	Both by direct recruitment and by pro- motion of Overseers.	2	..	200—450	55—79	255—529

Name of the posts.	Method of recruitment.	Number of posts in—					Existing emoluments.		
		West Bengal Govern-ment Press.	Cooch Behar Press.	Raj Bhaban Press.	Alipore Jail Press.	Calcutta Police Press.	Basic scale.	Dearness Allowance and Food Allowance	Total.

(ii) Subordinate Services

(a) PRODUCTION BRANCHES

(1) Higher Supervisory

(a) Group I

Overseer	.. Normally by promotion from Higher Supervisory Group II.	{	1	..	250—350	60—70	310—430
		{ 2	200—300	55—65	255—365
Supervisor, Section.	Duplicating	1	200—300	55—65	255—365

Recruitment qualification not yet fixed. Is in Charge of the Duplicating Section where the technical hand just below him is on 55—130.

(b) Group II

Binding Foreman	6	..	150—210	50—60	200—270
Section Holder	..	12	..	1	1	..	150—250	50—60	200—310
Machine Foreman	..	1	1	..	150—250	50—60	200—310

From Assistant Section Holders on 130—180, and Lino and Mono Operators on 125—225.

From Assistant Machine Foreman on 110—150.

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Binding Foreman	..	From Assistant Binding Foreman on 110—150.	1	*1	..
Lino and Mono Mechanic	4	From Assistant Lino and Mono Mechanic on 125—225.	4
Head Mechanic	1	From Mechanics on 75—105	1	1	150—250 50—60 200—310
Manager	..	By transfer of Section Holders or by promotion of Assistant Section Holders.	1
(2) Lower Supervisory							
Assistant Section Holder	..	From Compositors on 70—150 and transfer of Ludlow Operators on 130—180.	17	2	130—190 50—55 180—235
Assistant Machine Foreman	1	From Press Room Record Keeper or Machineman on 70—150.	1	4	..
Assistant Binding Foreman	1	From Binders on 55—130	1	2	110—150 50—50 180—200
Head Caster	..	By promotion of Mono-Caster on 55—130.	1
Section Holder	..	From Compositors in the Press	..	1
(3) Highly Skilled							
Lino Operator	..	Mostly by direct recruitment..	37	..	1
Mono Operator	..	Mostly by direct recruitment..	13	1	..	1	125—225 50—60 175—285
Assistant Lino and Mono Mechanic.	3	By transfer of Lino Operators	3
Assistant Mechanic, Mono Casting.	1	By transfer of Mono Operators	1

*Designated as Binding and Warehouse Supervisor.

Name of the posts.	Method of recruitment.	Number of posts in—					Existing emoluments.		
		West Bengal Govern-ment Press.	Coch Behar Press.	Raj Bhaban Press.	Alipore Jail Press.	Calcutta Police Press.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
							Rs.	Rs.	Rs.
(4) Skilled and Semi-Skilled									
Ludlow Operators	.. By direct recruitment or by promotion of Compositors.	6	130—180	50—55	180—235
Press Room Register Keeper	By transfer of Machineman	1			
Machineman	.. By promotion of Machine Inkman	32	4	3	1	..	70—150	45—50	115—200
Compositor	.. By direct recruitment or by promotion of Distributors.	227	..	10	4	..			
Printer, Compositor	.. By direct recruitment	7	90—130	45—50	135—180
Compositor	.. By direct recruitment	..	14	55—100	45—45	100—145
Compositor	.. By direct recruitment	5	60—90	45—45	105—135
Mono Type Caster	.. By direct recruitment	40	3	..			
Off-set Machineman, Duplicating Section.	.. By direct recruitment	2	55—130	45—50	100—180
Adrema Addressing and Duplicating Operator (Duplicating Section).	By direct recruitment or by promotion from the Junior Adrema Addressing and Duplicating Operator.	1			
Binder	.. By direct recruitment	117	5	2	55—130	45—50	100—180
Machineman	.. By direct recruitment	4	..			
Machineman	1	60—90	45—45	105—135
Mono Type Caster	.. By direct recruitment	..	2	50—80	35—45	85—125

Binder	..	By direct recruitment	100	..	55—100	45—45	100—145
Standing Forme Keeper	..	By promotion from Assistant Standing Forme Keeper on 60—90.	1	..	{		
Type Store Keeper	..	By direct recruitment	1	..	90—130	45—50	135—180
Type Foundry Foreman	..	By direct recruitment or by promotion of persons on 60—90.	1	..	{		
Foreman Mechanic	..	By direct recruitment or by transfer of Mechanics.	..	1	{		
Mechanics	..	By direct recruitment	..	1	3	..	75—105	45—60	120—155
Press Corrector	1	..	{		
Machine Inkman	..	By direct recruitment	..	32	{		
Duplicating Machineman	..	By direct recruitment	..	9	55—100	45—45	100—145
Rota Print Assistant	..	By direct recruitment	..	1	{		
Machine Inkman	..	By direct recruitment	2	..	{		
Junior Adrema Operator	..	By direct recruitment	..	1	50—80	35—45	85—125
Distributor	..	By direct recruitment	..	33	3	..	{		
Distributor	..	By direct recruitment	3	35—50	35—35	70—85
Machine Inkman	..	By direct recruitment	..	1	30—45	35—35	65—80
Justifier	..	By direct recruitment	1	..	{		
Assistant Standing Forme Keeper, Printing Forme	..	By direct recruitment	2	..	60—90	45—45	105—135
Carpenter	6	1	..	{		
Gas Fitter	..	By direct recruitment	..	1	50—75	35—45	85—120
Roller Moulder	..	By direct recruitment	..	1	{		

Name of the posts.	Method of recruitment.	Number of posts in—				Existing emoluments.		
		West Bengal Government Press.	Cooch Behar Press.	Raj Bhaban Press.	Alipore Jail Press.	Calcutta Police Press.	Basic scale.	Dearness Allowance and Food Allowance.
							Rs.	Rs.
Forme Proof Pressman	.. By promotion of Forme Proof Inkman, Forme Carrier and Forme Washers.	13	50—60	35—45 85—105
Lino Attendants (Barman)	By direct recruitment	4	40—60	35—45 75—105
Carpenter	..	1	35—50	35—35 70—85
Forme Proof Inkman	..	13	35—50	35—35 70—85
Forme Carrier	..	24		
Forme Washers	..	3		
Proof Pressman	2		
Markman	2	..	35—50	35—35 70—85
Corrector, Grade I	1	..		
Pressman	1		
Forme Proof Inkman	1		
Hand Pressman	2	30—1—35 —2—45	35—35 65—80
Corrector, Grade II	9	..		
Lino Attendant	1	30—1 ¹ / ₂ — —35—1 —45.	35—35 65—80

Proof Pressman	..	2	25-1-35	35-35	60-70
Hand Press Inkman	..	2
Proof Inkman	..	2	20-1/4	37-37	57-62
Mazdoors	..	49	6	-25.

(b) READING BRANCH

Head Reader	..	1	275-20-375	65-70	340-445
Selection Grade Reader	..	3	250-10-300	60-65	310-365
Reader, Grade I	..	18	150-10-250	50-60	200-310
Reader, Grade II	..	20	1	..	2	130-5-180	50-55	180-235
Reader, Grade III	1	90-4-130	45-50	135-180
Revisers	..	15	1
Copy Holders	..	36	55-3-118-4-180	45-50	100-180
Copy Holders	2	55-1-58-2-100	45-45	100-145

(c) STORE-KEEPER AND TIME-KEEPER

Store-Keeper	..	By promotion of Head Clerks on 200-250.	1	250-300	60-65	310-365
Paper Store-Keeper, Miscel- laneous Store-Keeper.	..	By promotion of Assistant Store-Keeper on 110-150.	2	..	2	130-180	50-55	180-235
Assistant Paper Store-Keeper, Assistant Miscel- laneous Store-Keeper.	..	By promotion of Lower Division Clerks on 55-130.	3	110-150	50-50	160-200

CHAPTER 52

Publicity

The Home (Publicity) Department is a "Common Service" organisation which looks after the publicity and public relations requirements of all the departments under Government. Its main functions are—

- (a) To popularise the governmental activities through different media of publicity, e.g., leaflets, posters, publications, press-tours and conferences, photographs, exhibitions of documentary films, audio-visual units, exhibitions, dance, drama, music, etc.
- (b) To canalise the advertisements of different departments;
- (c) To bring to the notice of the different departments the day's news and views in the Press; and
- (d) To make all necessary arrangements in connection with the visits of foreign dignitaries, delegations, Very Important Persons, etc.

State hospitality (other than at Raj Bhawan) and State Ceremonials are also a special charge of the department. It publishes as many as ten periodicals in English, Bengali, Nepali, Hindi, Urdu and Santhali.

2. It has been suggested to us that a service known as the "West Bengal Information Service" may be constituted and all the posts—Gazetted and Subordinate (Executive) posts—be included therein. The Administrative Department have, in their evidence before us, given a concrete scheme of classification of the different posts in the different grades. The annexed Table shows the proposed scheme of classification; and also shows the existing emoluments of the posts (inclusive of Dearness Allowance) and the method of recruitment. The idea of such classification is good and we agree with it in principle. It appears, however, from the Table that—

- (a) while five different grades are proposed within the "West Bengal Information Service" it is not indicated which of the grades will be in a State (i.e., the Gazetted) Service and which in a Subordinate Service.
- (b) the proposed Grade I includes the posts of Production Officer, Senior Photographer-in-charge and Senior Artist-in-charge, all of which are on a scale lower than the pay scales attached to the other posts in the said grade.
- (c) all the posts in Grade II and above are Gazetted except the post of Senior Sub-Editor in Grade II which is in the Subordinate Service.
- (d) the Information Assistant in the Subordinate Service has been placed in Grade IV, although the existing pay scale is almost similar to the pay scales of those in the proposed Grade III.

3. The classification suggested by the department, therefore, requires modification in two respects. First, as in all other departments there should be two broad classes, viz., State Services and Subordinate Services and in each of the two broad classes there should be sub-classes. Secondly, classifications suggested for some posts require change. The posts should be distributed among the classes strictly on the basis of duties and responsibilities, their recruitment qualifications and the existing pay scales.

We have modified the proposed classifications accordingly and recommend the following reclassifications of the Gazetted and the Subordinate (Executive) posts in the department:—

Name of the services.	Names of the posts to be included in the services.
<i>(I) State Services or Gazetted Services</i>	
Higher Information Service	... (1) Director of Publicity. (2) Deputy Directors of Publicity.
Information Service	.. (1) Assistant Directors. (2) Chief Rural Publicity Officer. (3) Editor of Publications. (4) Administrative Officer, Folk Entertainment Section.
Junior Information Service	.. (1) Production Officer. (2) Senior Photographer-in-charge. (3) Senior Artist-in-charge. (4) Regional Publicity Officer.

(II) Subordinate (Executive) Posts

Subordinate Information Service—

Class I Senior Sub-Editor.
Class II (1) District Publicity Officers. (2) Official Photographer. (3) Artists. (4) Sub-Editor. (5) Pamphlet-writer. (6) Feature-writer. (7) Translators : Translator-cum-Proof-Reader. (8) Mediatman. (9) Writer. (10) Junior Sub-Editor. (11) Information Assistant.
Class III (1) Technical Supervisor. (2) Exhibition Officers. (3) Subdivisional Publicity Officers.
Class IV (1) Assistant Official Photographer. (2) Oil Engine Mechanic. (3) Sound Mechanic.
Class V (1) Speaker, Speech Vans. (2) Cinema Operators. (3) Laboratory Assistants.

Of the posts included in the Information Service, the Editor of Publications is at present on the scale 250—850 while the others are on 250—750. The duties in all the posts being broadly similar, we do not find any good ground for maintaining the difference. We suggest for all the posts in the Information Service pay in the scale 300—30—900.

The Senior Sub-Editor being the Supervisory head, we have included him in Subordinate Information Service, Class I and propose for him the scale just above that which we have suggested for the Sub-Editor, included in Subordinate Information Service, Class II. The Information Assistants have also, in view of the reasons stated in paragraph 2(d), been included in Subordinate Information Service, Class II, and given the pay scale of that service.

The pay scales in all other posts conform to the pattern followed elsewhere, except in a few cases where the present short scales have been replaced by long ones, in view of their recruitment qualifications.

Subject to the above observations, our recommendations in respect of the revised scales are as follows:—

			Rs.
Higher Information Service—			
Director of Publicity	1,300—60—1,600.
Deputy Director of Publicity	400—40—1,000—50—1,250.
Information Service	300—30—900.
Junior Information Service	250—15—550.
Subordinate Information Service—			
Class I	225—10—325—15—475.
Class II	200—10—400.
Class III	175—7—245—8—325.
Class IV	150—5—250.
Class V	125—3—140—4—200.

The special pays now drawn in the posts of the Director of Publicity and the Deputy Directors should not be admissible in addition to the revised scales proposed above.

4. At present, officers directly recruited to the following posts, viz.,—

- (1) Deputy Directors of Publicity;
- (2) Assistant Directors of Publicity;
- (3) Chief Rural Publicity Officer;
- (4) Editor of Publications; and
- (5) Production Officer;

are allowed on appointment higher initial pay on age basis up to the 35th year of their age. The recruitment qualifications in all the posts are a degree in Journalism, Public Relations work, etc. Normally, no higher initial pay on appointment should be given; but where suitable candidates are not available on the minimum of the time scales, we recommend one

advance increment for each completed year of service in a comparable post before appointment, subject to a maximum of five such increments. We further recommend that the grant of higher initial pay should be restricted only to the direct recruits from outside Government Service.

5. There are also a number of posts which are filled up by direct recruitment on contract, viz.,—

Designation of posts.	Present basic scale.
	Rs.
Information Officer, Secretariat	250—750 <i>plus</i> Special pay of Rs.150.
Assistant Information Officer, New Secretariat ..	300—400.
Adviser, Folk Entertainment Section ..	1,000 (consolidated).
Assistant Directors (Dance, Drama, Music and Arts), Unit Managers, etc., in Folk Entertainment Section.	Consolidated pays varying from Rs.75 to Rs.300.

As the pay scales in contract posts vary with the change of incumbents, we have refrained from making any comments in respect of their pay scales.

TABLE

(Chapter 52, paragraph 2.)

Statement showing the distribution of staff in the Home (Publicity) Department amongst different scales, their number and methods of recruitment.

Name of the proposed services.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
<i>(a) Gazetted Posts</i>						
Higher Information Service—						
Director of Publicity	.. By direct recruitment or by promotion of Deputy Directors.	1	..	1,000—1,300 <i>plus special pay of Rs.200.</i>	210—263	1,410—1,763
Deputy Directors	.. By direct recruitment and by promotion of Assistant Directors, the age limit for direct recruits being between 35-45 years.	1	1	250—750 <i>plus special pay of Rs.200.</i>	79—156	529—1,116
Information Service, Grade I—						
Assistant Directors	.. By direct recruitment or by promotion of Sub-Editors, the age limit for direct recruit being between 22-25 years.	4	..	250—750	60—131	310—881
Chief Rural Publicity Officer	.. By direct recruitment and by promotion of District Publicity Officers.	1	..	250—750	60—131	310—881
Editor of Publications	.. By direct recruitment	..	1	250—850	60—149	310—999
Administrative Officer, Folk Enter- tainment Section.	By direct recruitment, the maximum age limit being 45 years.	..	1	250—750	60—131	310—881

TABLE—(contd.)

Name of the proposed services.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Information Service, Grade I—contd.						
Production Officer ..	By direct recruitment, the maximum age limit being 45 years. The direct recruit must possess, besides a Master's degree or Honours degree, sufficient experience in the technique of film production, in writing plays, speeches, etc., for the film, radios and the village people, etc.	1	..	200—450	55—79	255—529
Senior Photographer-in-charge ..	By direct recruitment and by promotion of Official Photographer. The minimum qualification of a direct recruit is a pass certificate of the School Final Examination with experience as a Photographer for at least five years.	..	1	200—450	55—79	255—529
Senior Artist-in-charge ..	By direct recruitment and by promotion of Artists on Rs.200—350. The direct recruits must possess a certificate from a recognised School of Art preferably in Applied and Commercial Art with past experience.	..	1	200—450	55—79	255—529
Information Service, Grade II—						
Regional Publicity Officers ..	By direct recruitment and by promotion of District Publicity Officers.	..	2	300—450	65—79	365—529
Senior Sub-Editor ..	By direct recruitment or by promotion from the post of Sub-Editor.	1	..	300—450	65—79	365—529

(b) Non-Gazetted Posts

Information Service, Grade III—

District Publicity Officers	..	By direct recruitment from amongst graduates or by promotion from the posts of Subdivisional Publicity Officers, the maximum age-limit for direct recruits being 30 years.	17	1	250—350	60—70	310—420
Official Photographer	..	By direct recruitment from amongst graduates or by promotion from the post of Assistant Official Photographer on Rs.100—200, the age-limit for direct recruits being between 25—35 years.	1	..	250—350	60—70	310—420
Artist	..	By direct recruitment from amongst graduates, the maximum age-limit being 35 years.	1	2	200—350	55—70	255—420
Sub-Editor	..	By direct recruitment from amongst graduates and by promotion of Madharian, the age-limit for direct recruits being between 30—40 years.	4	4	200—350	55—70	255—420
Pamphlet Writer	..	By direct recruitment from amongst graduates, the age-limit being between 25—45 years.	..	1	200—350	55—70	255—420
Feature Writer	..	Ditto	1	200—350	55—70	255—420
Translator—Translator-cum-Proof Reader.	..	By direct recruitment from amongst graduates, the maximum age-limit being between 25—35 years.	3	3	150—300	55—65	250—365
Mediaman	..	By direct recruitment from amongst graduates, the maximum age-limit being 30 years.	1	..	200—250	55—60	255—310
Write	..	Not yet finalised	..	1	200—350	55—70	255—420
Junior Sub-Editor	..	Ditto	1	..	190 (fixed).	55	245 (fixed).

TABLE—(concl.)

Name of the proposed services.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Information, Service Grade IV—						
Information Assistants	.. By direct recruitment from amongst Graduates. Must have some experience of work in Information Enquiry and Public Relations Officer.	2	2	150—400	50—70	200—470
Technical Supervisor	.. By direct recruitment. Minimum educational qualification is Intermediate in Science with at least two years' experience in Radio Servicing.	..	19	150—250	50—60	200—310
Exhibition Officer	.. By direct recruitment of candidates with diploma from the Government College of Arts.	..	1	125—225	50—60	175—285
Subdivisional Publicity Officers	.. By direct recruitment	57	4	125—225	50—60	175—285
Assistant Official Photographer	.. By direct recruitment. Must possess at least a pass certificate of the School Final Examination.	2	1	100—200	45—55	145—255
Oil Engine Mechanic	.. } .. }	1	..	150—210	50—60	200—270
Sound Mechanic	.. }	1	..			
Information, Service Grade V—						
Speaker, Speech Vans	.. By direct recruitment. The minimum educational qualification is a pass certificate of the School Final Examination.	9	..	70—150	45—50	115—200
Cinema Operators	..	17	38	55—130	45—50	100—180
Laboratory Assistants	..	3	17	55—100	45—45	100—145

CHAPTER 53

Public Service Commission

Under Article 318 of the Constitution of India, the Governor may by regulations determine the number of Members of the Public Service Commission and their conditions of service and make provision with respect to the number of Members of the staff of the Commission and their conditions of service. Under the powers conferred by the above Article, the State Government have framed "The West Bengal Public Service Commission (Conditions of Service and Miscellaneous Provisions) Regulations, 1953" which regulate the pay and conditions of service of the Members of the Commission.

The said Regulation of 1953 also empowers the Commission to appoint a Secretary with the approval of the Governor and other staff below the Secretary. The Secretary of the Commission is appointed on tenure basis for a period of 5 years in the first instance, extendable by a period not exceeding three years at any one time. The condition of service, pay, allowances, etc., of the other staff of the Commission are the same as those prescribed by the State Government for their employees of corresponding rank and status. We have, therefore, confined our recommendations to the staff of the Commission.

2. The distribution of the staff among the different grades, their number and pay scales are as follows:—

Name of the posts.	Number of posts.	Existing emoluments.		
		Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Rs.	Rs.	Rs.
Secretary		For direct recruits— 600—1,100. For persons already in Government service— grade pay <i>plus</i> special pay of Rs.200.	105—193	705—1,293
Deputy Secretary		250—850 <i>plus</i> special pay of Rs.200.	79—184	529—1,234
Assistant Secretary		250—850 <i>plus</i> special pay of Rs.100.	70—166	420—1,116
Registrar		250—850	60—149	310—999

In addition there are clerical and other subordinate staff whose pay scales, etc., are the same as for the staff in the Secretariat Departments.

3. Recruitment to the post of Secretary is either direct or by appointment of persons already in the service of the State Government. Regarding the other officers, the rules are practically the same as for officers of equivalent rank in the Secretariat.

4. Following our recommendations in respect of the Secretariat staff, we suggest the following scales for the posts of Registrar, Assistant Secretaries and Deputy Secretary, viz.,—

Rs.

Registrar 325—30—475—35—1,000.

Deputy Secretary and Assistant Secretaries. (a) For officers transferred from State Services—Pay in the scale of the services to which the officers belong *plus* special pay of Rs.200 and Rs.100 in the post of Deputy and Assistant Secretaries respectively.

(b) For officers promoted from office—325—30—475—35—1,000 *plus* special pay as proposed for officers in the State Services.

Regarding the Secretary, we are to mention that the existing pay scale for a Service Officer was fixed at a time when there was no post of Deputy Secretary in the Commission. A post of Deputy Secretary has since been created and the Deputy Secretary draws pay in the scale which was fixed formerly for the Secretary. The question of revising the pay of the Secretary on a permanent basis has not arisen so far as ad hoc appointments of retired Indian Administrative Officers, have been made to the post. The Secretary's pay therefore requires modification. Our recommendations for the post of Secretary are as follows:—

Rs.

(a) Direct recruits .. 700—50—1,250.

(b) Service Officers .. Pay in the scale of the services to which the officers belong *plus* special pay of Rs.250.

5. The pay scales of the clerical and other subordinate staff in the Commission will be governed by our recommendations in respect of similar staff in the relevant Chapters. No separate comments are thus necessary.

CHAPTER 54

Registration

The executive head of this Branch of administration is the Inspector-General of Registration. Besides administration of the Indian Registration Act, 1908 (Act No. XVI of 1908), he is in-charge of registration of Births, Deaths and Marriages. He is also the State Registrar of Money Lenders.

2. The annexed Table shows the distribution of staff among the different scales, their number and methods of recruitment. Direct recruitment is made only to posts of the lowest category, viz., the posts of Sub-Registrars, the higher posts except the post of the Inspector-General, being all filled up by promotion.

3. At present there is an organised service known as the "West Bengal Registration Service" comprising all the Gazetted posts except the post of the Inspector-General of Registration, which is filled up by transfer from the West Bengal Civil Service—Executive or Judicial.

Prior to 1950 appointments to the posts of Sub-Registrars were made on nomination. Since 1950 recruitment to the said posts is being made on the results of the West Bengal Civil Service and Allied Services Examination.

4. Association representing the "Registration Services" has stated that there has now been considerable addition to the duties and responsibilities of the Sub-Registrars, who are more often required to help the general administration in various ways. They should, therefore, be given the pay scales of the Sub-Deputy Collectors in the West Bengal Junior Civil Service. The Inspector-General of Registration has also pointed out that due to the unattractive pay scales of the Sub-Registrars, some of the posts are going vacant.

5. The Sub-Deputy Collectors who are employed mostly as Circle Officers and Block Development Officers are the spearhead of attack on all problems, developmental or otherwise, which Government have to tackle in the rural areas. They provide leadership, co-ordination and guidance at the local level. When any new organisation like the Panchayat has to be set up or when a new line of activity has to be taken up by Government in the rural areas, it is they who prepare the people for it. Their duties are necessarily multifarious and highly responsible, requiring the qualities of judging men and things and of leadership and co-ordination. In sharp contrast to this, the work of the Sub-Registrars remains essentially routine. If they are now sometimes called upon to do a few enquiries, the Sub-Deputy Collectors are also sometimes called upon to do the work of First Class Magistrates and they are occasionally required to hold charge of subdivisions. The recruitment examination for the Sub-Deputy Collectors is also of a much higher standard than that of Sub-Registrars. For the Sub-Registrars the standard of the examination is the same as that for such other officers as are classed as Group "D" for the purpose, viz., Inspectors of Commercial Taxes, etc. Thus neither in respect of the duties to be performed nor in respect of the standard required at the recruitment examination, there can be any comparison of Sub-Registrars with Sub-Deputy Collectors. There is also no dearth of candidates for posts of Sub-Registrars. In fact, there are perhaps too many candidates. That a few posts sometimes remain vacant is due not to dearth of candidates at the pay offered but to the essential slowness of the Government machinery

and lack of good co-ordination. There is hardly any cadre where sometimes a few posts do not remain vacant. This is true of those posts also for which there is even an embarrassingly large supply of candidates.

The Sub-Registrars do deserve some increase of pay on the pattern adopted for those who are similarly qualified and are doing work of comparable nature. Their present scale of pay is Rs.100—250, which with dearness allowance works out to Rs.145—310. We recommend for them the pay scale of Rs.200—10—400 (without dearness allowance).

For the posts in the higher levels, the following scales are recommended :—

	Rs.		
District Sub-Registrar	300—20—400—25—450.		
Sub-Registrar of Assurance, Calcutta	} 350—25—525.		
District Registrar			
Inspector of Registration Offices : Registrar of Assurances, Calcutta.	400—25—450—30—600.		
Inspector-General of Registration	1,100—60—1,400.		

The special pay of Rs.75 now drawn by the District Sub-Registrars should be abolished with effect from the date on which the revised scale becomes effective.

Regarding the special pay of the Personal Assistant, we have dealt with the question separately in the Chapter dealing with the pay scales, etc., of the "Personal Assistants under the Heads of Departments." No further comments are therefore necessary here.

TABLE

(Chapter 55, paragraph 2.)
Statement showing the distribution of staff in the Registration Department amongst different scales, their number and methods of recruitment.

Name of the services or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Inspector-General of Registration ..	The post is filled up from the West Bengal Civil Service cadre both Judicial and Executive.	1	..	1,000—1,300	175—228	1,175—1,528
Inspector of Registration ..	By promotion from District Registrar, District Sub-Registrar, Sub-Registrar of Assurances, Personal Assistant to Inspector-General of Registration and Joint Sub-Registrar, Calcutta.	1	..	400—450	70—79	470—529
Registrar of Assurance, Calcutta ..	By promotion from the post of District Registrar or Personal Assistant to Inspector-General of Registration.	1	..	400—450	70—79	470—529
District Registrar ..	By promotion from the post of Sub-Registrar and Personal Assistant to the Inspector-General of Registration.	4	..	300—400	65—70	365—470
Sub-Registrar of Assurances, Calcutta.	By promotion from the post of District Sub-Registrar.	1	..	275—375	65—70	340—445
District Sub-Registrar ..	By promotion from the post of Sub-Registrar.	19	..	100—250 <i>plus special pay of Rs. 75.</i>	55—70	230—395
Sub-Registrar ..	By direct recruitment on the results of the West Bengal Civil Service and allied services examination.	150	..	100—250	45—60	145—310

CHAPTER 55

Stationery

The main function of this office is to procure stationery articles and to supply them to different Government offices on proper indents.

2. The annexed Table shows the distribution of the staff among different scales, their number and methods of recruitment. It will be noticed that recruitment to the posts is either direct or partly direct and partly by promotion.

3. Consistently with our recommendations made elsewhere, we suggest the following scales of pay:—

			Rs.
(1) Superintendent	700—50—1,250.
(2) Deputy Superintendent	300—30—900.
(3) Assistant Superintendent	250—15—550.
(4) Examiner	175—7—245—8—325.

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
(3) Assistant Superintendent (Inspection).	Both by direct recruitment through Public Service Commission and by promotion from the post of Examiner. <i>Age.</i> —35 years. <i>Qualification.</i> —B.Sc. with Chemistry as one of the subjects. Laboratory experience for at least 3 years and must have a general knowledge of paper and paper test.	..	1	Rs. 200—450	Rs. 55—79	Rs. 255—529
(4) Assistant Superintendent (General).	Both by direct recruitment through Public Service Commission and by promotion from the post of Head Clerk. <i>Age.</i> —40 years. <i>Qualification.</i> —Degree of a recognised University. Administrative experience for 3 years in a printing or Stationery establishment of a Government or of a Commercial Organisation.	..	1	200—450	55—79	255—529
(5) Examiner	.. By direct recruitment through Public Service Commission. <i>Age.</i> —25-35 years. <i>Qualification.</i> —B.Sc. with Chemistry as one of the subjects. Experience in testing paper and Stationery articles.	..	1	150—250	50—60	200—310

CHAPTER 56

Taxes

Commercial Taxes, Agricultural Income-Tax and Amusement Tax

For the administration of Bengal Finance (Sales Tax) Act, 1941, and a few other Sales Tax Acts subsequently enacted and the Bengal Agricultural Income-Tax Act, 1944, there are two different organisations, one under the Commissioner of Commercial Taxes and the other under the Commissioner of Agricultural Income-Tax.

(a) Gazetted Posts

The pay scales of the staff and the amount of Dearness Allowance in each are as follows:—

Name of the services or posts.	Number of posts.		Existing emoluments.		
	Perma- nent.	Tempo- rary.	Basic pay.	Dearness Allowance and Food Allowance.	Total.
			Rs.	Rs.	Rs.
Commissioner of Commercial Taxes (including Additional Commissioner).			1,300—1,600	228—263	1,528—1,863
Commissioner, Agricultural Income-Tax.					
Assistant Commissioner, Commercial Taxes.			350—1,200	70—210	420—1,410
Assistant Commissioner, Agri- cultural Income-tax.			250—850 <i>plus special pay of Rs.150.</i>	70—175	470—1,175
Commercial Tax Service—					
Commercial Tax Officer, Grade I.	30				
Agricultural Income-Tax Service—			250—850	60—149	310—999
Agricultural Income-Tax Officer, Grade I.			Selection Grade 3 per cent. on Rs.1,000.		
Junior Commercial Tax Service—					
Commercial Tax Officer, Grade II.	79	46			
Junior Agricultural Income- Tax Service—					
Agricultural Income-Tax Officer, Grade II.	11	12	200—450 Selection Grade 3 per cent. on Rs.500.	55—79	255—529

3. The methods of recruitment to services below the rank of Assistant Commissioners is as follows:—

Name of the services.	Methods of recruitment.
(a) Commercial Tax Officer, Grade I..	50 per cent. by direct recruitment and 50 per cent. by promotion from Commercial Tax Officer, Grade II.
(b) Commercial Tax Officer, Grade II	80 per cent. by direct recruitment and 20 per cent. by promotion from Inspectors.
(c) Agricultural Income-Tax Officer, Grade I.	50 per cent. by direct recruitment and 50 per cent. by promotion from Agricultural Income-Tax Officer, Grade II.
(d) Agricultural Income-Tax Officer, Grade II.	80 per cent. by direct recruitment and 20 per cent. by promotion from Inspectors.

Recruitment—

- (a) to the posts of Assistant Commissioner, Commercial Taxes, is either by promotion of Commercial Tax Officers, Grade I, or by Selection of Chartered or Incorporated or Registered Accountants within the age limit of 35-45; and
- (b) to the post of Assistant Commissioner, Agricultural Income-Tax, by promotion of Agricultural Income-Tax Officers, Grade I, or by transfer of the Members of the West Bengal Civil Service.

The topmost posts in both the Organisations (i.e., those of Commissioners) are filled up by promotion of Assistant Commissioners or by transfer of officers in Indian Administrative Service. The latter on appointment draw their grade pay in the Indian Administrative Service plus a special pay of Rs.200 per month.

4. Of the two Associations of Commercial Tax Officers representing Grade I and the Grade II respectively, while the former asked for better emoluments, the latter pleaded for amalgamating the two services on the ground of similarity in the nature of duties. The Commissioner, Commercial Taxes, however, was in favour of retaining the two different grades—Grade I and Grade II, because of the substantial difference in the duties and responsibilities of the two grades. We agree with the views of the Commissioner and suggest for the Grade I and the Grade II Commercial Tax Officers and the Agricultural Income-Tax Officers pay scales as follows:—

Commercial Tax Officers, Grade I ..	} 325—30—475—35—1,000.
Agricultural Income-Tax Officers, Grade I.	
Commercial Tax Officers, Grade II	} 250—15—550.
Agricultural Income-Tax Officers, Grade II.	

For the Assistant Commissioners, Commercial Taxes, we suggest a pay scale 700—50—1,250 both for direct recruits and the promotees. It has been reported to us that Chartered or Incorporated or Registered Accountants within the age group of 35-45 were not available in the past on the present pay scales. With the minimum pay of the posts considerably raised as recommended by us and the supply position of Chartered Accountants being much better, we believe there may be no difficulty in having suitable recruits from outside, when necessary.

Under the present system, the initial pay of a Commercial Tax Officer, Grade I, promoted to a post of Assistant Commissioner, Commercial Taxes, is either—

- (a) the pay in the Assistant Commissioners' scale equal to (or if there be no such pay in the scale, the pay next above), the aggregate of the Officer's pay in the time scale of Grade I *plus* Rs.100; or
- (b) the pay in the Assistant Commissioners' scale under the normal rules;

whichever is greater.

There might have been some good grounds for allowing higher initial pay to the promotees when the scale for the Assistant Commissioners was of 24 years' length and the difference between the minimum pays of the two Services, i.e., that of the Assistant Commissioners and of the Grade I Officers, was only Rs.100, but the scale which we have now proposed for the Assistant Commissioners is of shorter length with a considerably higher minimum. We, therefore, recommend that the special treatment so long enjoyed by the promoted Grade I Officers in this respect should be withdrawn.

For the Assistant Commissioner, Agricultural Income-Tax, we also recommend the pay scale 700—50—1,250 for the promotees. Members of West Bengal Civil Service on appointment should draw as at present their grade pay *plus* special pay of Rs.150 per month.

Regarding the posts of the Commissioners, we suggest the same pay scale (1,300—60—1,600) which we have recommended elsewhere for the posts of comparable status. This does not, however, apply to the Indian Administrative Service Officers appointed to the posts, their pay scales, etc., being outside the scope of our enquiry.

(b) *Subordinate Executive Posts*

5. The distribution of posts is as follows:—

Name of posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Inspectors, Commercial Taxes.	80 per cent. by direct recruitment through the West Bengal Civil Service and Allied Services Examination and 20 per cent. by pro- motion of Head Clerks.	80	92	125—250	50—60	175—310.
Inspectors, Agricultural Income-Tax.		6	12			

These officers are required to do very responsible work such as the inspection of the books of accounts, conducting enquiries and inspections and doing other multifarious jobs connected with the collection of Sales Tax and Agricultural Income-Tax revenue. In view of the growing importance of the Sales and other Taxes and the need for maintaining a high standard of efficiency and integrity in the Department, we suggest for the posts a scale of 200—10—400.

6. Besides the above, there are, under the Collector of Calcutta, six Amusement Tax Inspectors on 100—175. In the evidence before us, the Administrative Department (i.e., the office of the Board of Revenue) pointed out that all these employees had the same academic qualifications as those of the Inspectors, Commercial Taxes. Their duties were also broadly the same as those of the Inspectors, Commercial Taxes. Besides, their services being in a *blind alley*, they proposed that the posts might be included in the cadre of the Inspectors, Commercial Taxes, and vacancies filled up by deputation from the said cadre. We agree with their views and recommend that they should be given effect to.

7. *Special Pay.*—In the office of the Commissioner of Commercial Taxes, there is a post of Public Relations Officer in the cadre of Commercial Tax Officer, Grade I, on the grade pay plus a special pay of Rs. 75. As the duties of the post are not more onerous or responsible than in the original line of a Grade I officer, we suggest that the special pay of Rs. 75 now paid should be withdrawn.

CHAPTER 57

Transport

This department is concerned mainly with the—

- (a) formulation of the State policy regarding transport;
- (b) administration of the Motor Vehicles Act, 1939 (Act No. IV of 1939), and the rules framed thereunder; and
- (c) administration of the Government Dockyard, maintenance of the Government Pool Cars and launches, etc.

2. The organisations, which are now under the administrative control of this department, are—

- (a) The office of the Director of Public Vehicles;
- (b) The Inland Water Transport Organisation managed by the Principal Officer, Mercantile Marine of the Ministry of Transport, Government of India; and
- (c) The Pool Car Establishment.

The annexed Table shows the distribution of the staff among the different scales, their number and the methods of recruitment. Our comments in respect of each of the above offices are as follows:—

(a) Office of the Director of Public Vehicles

The management and control of this office is in the hands of an officer of the Indian Administrative Service, which is outside our scope. For the posts of Assistant Directors and the Public Vehicle Officers, Grade I, under him, our recommendations are that officers of the West Bengal Civil Service on appointment to the post of Assistant Director or officers of the West Bengal Junior Civil Service on appointment to the post of Public Vehicle Officer, Grade I, should draw their grade pay only. Others who are not the members of the West Bengal Civil Service or the West Bengal Junior Civil Service should, on appointment to these posts, be given the following pay scales—

Assistant Directors	300—30—900
Public Vehicles Officers, Grade I	250—15—550

Recruitment qualifications for the posts of Public Vehicles Officers, Grade II, have not yet been fixed. They were so long held by the Sergeants of the Calcutta Police, who are being gradually replaced by outsiders. For the Sergeants of the Calcutta Police, we have recommended elsewhere pay in the scale 175—225 plus a special pay of Rs.50, i.e., a total 225—375. We suggest for these posts pay in the scale of 200—10—400.

(ii) Inland Water Transport Organisation

This organisation has a Senior Foreman who holds a degree in Mechanical or Electrical Engineering. We have separately dealt with the post in the Chapter dealing with "Engineering Establishments."

The qualifications required of the Training Superintendent are mainly technical. His main function is to train up Indian Nationals as Inland Water Transport Crews. He is on a fixed pay of Rs.300. We suggest for him pay in the scale 250—15—550.

The Foreman Mechanic, Marine Mechanic, Foreman, Mercantile Marine and Navigational Instructor are all technical hands with 5 years' apprenticeship training in marine workshops. The present emoluments of the first three posts are 200—255. The Navigational Instructor is on a fixed pay of Rs.267 (inclusive of dearness allowance). We suggest for all of them pay in the scale 175—7—245—8—325 (i.e., the scale which we have suggested elsewhere for the Sub-Overseers). For the Inspectors and Sub-Inspectors, we suggest 150—5—250 and 125—3—140—4—200 respectively.

(iii) *Pool Car Establishment*

This organisation has a Maintenance Superintendent in Calcutta who is an Automobile Engineer. We have separately dealt with his case in the Chapter dealing with "Engineering Establishments".

The minimum qualifications required in the posts of Superintendent, Pool Car and the Transport Inspectors are Matriculation with experience in Automobile. Inclusive of Dearness and Food Allowances, the Superintendent now draws 200—310 and the Inspector 145—255. It has been suggested to us that the pay scales of both the posts should be equalised. Considering their duties, qualifications and responsibilities, we suggest for them equal pay on the scale 175—7—245—8—325.

3. In short, our recommendations are as follows:—

Ra.

(1) Office of the Director of Public Vehicles—

Gazetted

Assistant Directors	300—30—900
Public Vehicles Officers, Grade I	250—15—550

Non-Gazetted

Public Vehicles Officer, Grade II			200—10—400
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(2) Inland Water Transport Organisation—

Non-Gazetted

Training Superintendent	..	250—15—550
Foreman Mechanic	..	
Marine Mechanic	..	
Foreman	..	{ 175—7—245—8—325
Inspector	..	
Navigational Instructor		
Inspector	..	150—5—250
Sub-Inspector	..	125—3—140—4—200

(3) Pool Car Establishment—

Superintendent, Pool Car	..	{ 175—7—245—8—325
Transport Inspector	..	

TABLE

(Chapter 57, paragraph 2.)

Statement showing the distribution of staff in the Transport Department amongst different scales, their number and methods of recruitment

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Office of the Director, Public Vehicles						
<i>Gazetted</i>						
Assistant Director	.. By transfer from West Bengal Civil Service or by promotion of Public Vehicles Officer, Grade I.	2	..	250—750	65—131	310—881
Public Vehicles Officer, Grade I	.. By direct recruitment of Graduates with Motor Driving License or by transfer from West Bengal Junior Civil Service or by promotion of Head Clerks.	2	..	200—450	55—79	255—529
<i>Non-Gazetted.</i>						
Public Vehicles Officer, Grade II	..	8	..	150—400	50—70	200—470
Inland Water Transport Organisation						
<i>Gazetted.</i>						
Senior Foreman, Dockyard.	Government By direct recruitment. Degree in Mechanical or Electrical Engineering. <i>Age.—23-45 years.</i>	1	..	400—500	70—88	470—588

TABLE—*contd.*

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
Inland Water Transport Organisation—<i>contd.</i>						
<i>Non-Gazetted.</i>						
Training Superintendent, Mercantile Marine.	Dufferin trained cadet with 2nd Mate's certificate of competency or D.M. E. S. trained Cadet with 2nd class certificate of competency or Engineering Graduate with administrative experience in Inland Water Transport.	..	1	300 (fixed)	65	365.
Foreman Mechanic (Mercantile Marine).	By direct recruitment. Matriculate with experience of 5 years' apprenticeship in Marine Workshop. <i>Age.—20-30 years.</i>	1	..	150—200	50—55	200—255.
Marine Mechanic (Mercantile Marine)		4	..			
Foreman (Mercantile Marine)		..	1			
Navigational Instructor (Mercantile Marine).	By direct recruitment. <i>Qualification.—1st class Mate's certificate of competency.</i>	..	1	207 (fixed)	60	267
Inspector (Mercantile Marine)	By direct recruitment or by promotion of Sub-Inspectors. Matriculate with fair knowledge in Indian Vessels, Engine Parts, Equipments, etc., must be capable of drawing up report on Launches and Dockyard.	2	..	100—200	45—55	145—255.

28	Sub-Inspector (Mercantile Marine). . .	By direct recruitment	3	..	70—150	45—50	115—200
		<i>Qualification.</i> —Matriculate with experience in Marine stores.							
		Pool Car Establishment							
	Superintendent, Pool Car	..	By direct recruitment or by promotion of Inspectors.		1	..	150—250	50—60	200—310
			Matriculate with experience in Automobile.						
	Transport Inspector	..	Direct recruitment.	..	2	..	100—200	45—55	145—255
			<i>Qualification.</i> —Matriculate with knowledge of Automobile, Criminal Procedure Code, Motor Vehicle Act.						

CHAPTER 58

Tribal Welfare

This department looks after the all-round development of the tribal people of West Bengal without disturbing their distinctive way of life and their valuable cultural heritage.

2. The annexed Table shows the distribution of the staff among different scales, their number and methods of recruitment. It will be noticed that recruitment to the posts is direct, except in the case of the posts of the Director, the Assistant Director and the Special Officers in the "Gazetted Field", to which appointment is made by transfer from other services.

3. The Director, the Assistant Director and the Special Officers draw the pay scales of the Services from which they are transferred. So no separate recommendation is necessary in their case.

The recruitment qualification of the Chief Regional Inspectors and the Regional Inspectors is Intermediate with aptitude for social work. We suggest for them pay scales as follows:—

			Rs.
Chief Regional Inspector	150—5—250.
Regional Inspectors	125—3—140—4—200.

For the others, we suggest pay scales as follows:—

			Rs.
Cultural Research Officer	250—15—550.
Senior Research Assistant, Cultural Research Institute.			200—10—400.
Tribal Welfare Officer	} 150—5—250.
Junior Research Assistant, Cultural Research Institute.			
Technical Assistant, Cultural Research Institute			

4. With the implementation of the recommendation of the State Reorganisation Committee, the District Harijan Welfare Officer, Purulia, who was an employee of the Government of Bihar, opted to serve under the State of West Bengal and he was allowed, pending his absorption in some other post, pay in the time scale of the Government of Bihar plus dearness allowance at rates in force in the State of West Bengal. The future of the post is still uncertain, but as long as it is retained, the pay scale may be revised to 175—7—245—8—325.

Social Workers in Social Welfare Centres in Districts are on a consolidated rate of pay. We do not propose any change in the consolidated rate.

The Night School Teachers are part-time workers. We suggest that their existing rate of remuneration may remain undisturbed.

5. **Special Pays.**—They are now admissible to the Director at Rs.200 per mensem and to the Special Officers in the Districts at Rs.50 each per mensem.

The Director being the head of the organisation, we agree to the special pay of Rs.200 per mensem being continued. We would suggest, however, that the post may be included in the cadre of West Bengal Civil Service (Executive), deputation from the Indian Administrative Service being unnecessary.

We do not find any reasonable ground for the special pay of the Special Officers in the districts. We, therefore, suggest that all the special pays now paid to these officers should be withdrawn.

TABLE

(Chapter 58, paragraph 2.)

Statement showing the distribution of staff in the Department of Tribal Welfare among different scales of pay, their number and methods of recruitment

Name of the posts.	Methods of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
<i>(a) Gazetted</i>						
Director, Tribal Welfare	.. Held by Indian Administrative Service or West Bengal Civil Service Officers on their grade pay <i>plus</i> special pay of Rs.200 per month.	..	1
Assistant Director, Tribal Welfare	.. Held by an Officer of West Bengal Junior Civil Service on his grade pay only.	..	2
Special Officers in Districts	.. Held by West Bengal Civil Service or West Bengal Junior Civil Service Officers on their grade pay <i>plus</i> special pay of Rs.75 or Rs.50 respectively.	..	8
Cultural Research Officer	.. Direct recruitment through Public Service Commission. <i>Qualification.</i> —Master's degree in Anthropology not below 2nd Class. <i>Age.</i> —25-35 years.	—	1	200—450	55—79	255—529
<i>(b) Non-Gazetted</i>						
Senior Research Assistant, Cultural Research Institute.	Both by direct recruitment and by promotion from Junior Research Assistant.	..	1	150—300.	50—65	200—365

<i>Qualification</i> .—M.Sc. in Social Anthropology (2nd Class).						
<i>Age</i> .—For direct recruits—22-35 years.						
Tribal Welfare Officers	..	Degree in Arts, Science or Commerce	..	7	200 (fixed)	55 255
Junior Research Assistant, Cultural Research Institute.	..	Direct recruitment	..	1	100—200	45—55 145—255
<i>Qualification</i> .—B.Sc. with Anthropology.						
<i>Age</i> .—22-35 years.						
Technical Assistant, Cultural Research Institute.	..	Direct recruitment	..	1	100—200	45—55 145—255
<i>Qualification</i> .—B.Sc. with Anthropology.						
<i>Age</i> .—22-35 years.						
Chief Regional Inspector	..	By selection	..	1	300 (fixed)	65 365
<i>Qualification</i> .—Must have passed the Intermediate Examination and should have aptitude for Social work and previous experience of several years.						
<i>Age</i> .—30-45 years.						
Regional Inspectors	..	By selection	..	2	200 (fixed)	55 255
<i>Qualification</i> .—Must have passed the Intermediate Examination and should have aptitude for Social work and previous experience of several years.						
<i>Age</i> .—30-45 years.						
District Harijan Welfare Officer (Purulia).	..	Held by an optee employee of the Government of Bihar on his grade pay (1,25—250) under the Government of Bihar	..	1		
<i>His</i> clearance allowance at the rate of the Government of West Bengal.						
Social Workers in Social Welfare Centres (District Executive Offices).	5	80 (Consolidated). 80 (Consolidated).
Night School Teachers, Social Welfare Centre, Midnapore.	2	15 (Consolidated). 15 (Consolidated).

CHAPTER 59

(1) Veterinary Services

(2) Animal Husbandry and Dairy Development

For convenience, we have dealt with these two departments together.

2. The Department of Veterinary Services looks after the prevention and control of cattle diseases in the State and provides veterinary education and research facilities at the Bengal Veterinary College.

The Department of Animal Husbandry and Dairy Development looks after the improvement of live-stock in the State and is also responsible for the Milk Supply Scheme for Calcutta and its surrounding industrial belts.

3. We now proceed to deal with each of the Departments separately below :

(a) Veterinary Services

4. The annexed Table I shows the composition of the staff, their strength, the pay scales (with the amount of dearness allowance) and the methods of recruitment.

5. Services in this Department appear to us to be fairly well organised. There is, however, no definite percentage laid down for direct recruitment to the Higher Service. We suggest that as in the Department of Agriculture and Food Production, the possibility of restricting direct recruitment to $\frac{1}{3}$ of the vacancies in the Higher Service may be considered.

The existing pay scales of the Subordinate Veterinary Services, Class I and Class II, were fixed in 1958, after the introduction of the degree course in Veterinary Science. Majority of the latest recruits are degree holders. The old entrants who are all diploma holders are now fairly senior in service. We do not consider a separate scale necessary for them.

The staff in the Subordinate Veterinary Service, Class III, e.g., Field Assistants, are all non-Matric. Although their recruitment qualification has lately been changed to that of a Matriculate or its equivalent, we do not think that their duties and responsibilities are more arduous or responsible than those of skilled workers requiring certain amount of education and training. They are, however, now in blind alley, and we consider that an incentive is necessary to the employees so that they may not stagnate at the top of their scale.

The Stock-man and a majority of the non-veterinary technical and skilled personnel on the present scales 55—100, 60—90, and 40—60 belong almost to the same category as that of the Field Assistants in Subordinate Agricultural Service, Class III, and we propose for all of them the same pay scale as that of the Field Assistants.

The Veterinary Compounders are all Matriculates and possess the same qualifications as those of Compounders employed in Government Hospitals in the Health Department.

As will appear from the annexed Table I, the Head Laboratory Technical Officer, Bengal Veterinary College, is a Matriculate with experience acquired while working in the College. The Magic Lantern Operator has also the same qualification as that of a Cinema Operator in the Home (Publicity) Department, where we have allowed the scale of pay Rs.125—200.

6. Considering all the above circumstances, we suggest pay scales as follows:—

Higher Veterinary Service—

	Rs.
Director, Veterinary Services ..	1,300—60—1,600.
Joint Director, Principal and Professors, Veterinary College, etc. ..	400—40—1,000—50—1,250.
State Veterinary Service ..	300—30—900.
Subordinate Veterinary Service I ..	250—15—550.
Subordinate Veterinary Service II ..	200—10—400.
Subordinate Veterinary Service III (Field-Men).	100—3—136—4—140 with Grade I posts at 10 per cent. of the cadre on 140—5—210.
Veterinary Compounders ..	} 125—3—140—4—200.
Head Laboratory Technical Officer, Bengal Veterinary College.	
Magic Lantern Operator ..	
Stockman and the non-Veterinary Technical personnel on the existing scale 55—100, 60—90 and 40—60.	The same pay scale as for Subordinate Veterinary Service, Class III (Field-Men), their number being taken into account in calculating the total number of Grade I posts in the cadre of Field-Men.

7. At present, officers directly recruited to the Higher Veterinary Service and those promoted to it are allowed higher initial pay on the same terms as for officers in the Higher Agricultural Service. Our recommendations in respect of such officers in the Department of Agriculture and Food Production should apply to those in the Higher Veterinary Service also.

8. *Special Pays.*—At present, special pays are attached to the following posts:—

(1) Joint Director	Rs.100	..	For arduous nature of duty.
(2) Principal, Bengal Veterinary College.	Rs.100	..	Ditto.
(3) Special Officer, Rinderpest ..	Rs.75	..	Ditto.
(4) Assistant Professors, Bengal Veterinary College.	2 on Rs.20 each and 1 on Rs. 30.		For being in charge of hostels.
(5) Veterinary Assistant Surgeons—			
(a) Rs.20 in Development Blocks ..		} For constant touring within short distance from the headquarters.	
(b) Rs.10 in the Epidemic Section and Artificial Insemination Section in Bengal Veterinary College.			
(c) Rs.10 for Itinerary Veterinary Assistant Surgeons. ..			

The Joint Director (item 1) and the Principal, Bengal Veterinary College (item 2), are the members of the Higher Veterinary Service, while those in items 3 and 4 belong to the State Veterinary Service. The Veterinary Assistant Surgeons in item (5) hold posts in Subordinate Veterinary Service, Class II.

Item (1)—Joint Director

We have suggested elsewhere that there need be no Joint Directors, all of them being replaced by Deputy Directors on their grade pay alone, if in the Higher State Service and on their grade pay plus a special pay of Rs.100, if in the State Service. In conformity with the said principle, we suggest that the Joint Director should cease to draw any special pay.

Item (2)—Principal, Bengal Veterinary College

Besides teaching, the Principal is in charge of a big Veterinary Hospital with multifarious administrative duties. His special pay should continue.

Item (3)—Special Officer, Rinderpest

The Officer has his Headquarters at Calcutta and is responsible for eradication of Rinderpest by applying sera and vaccines among the cattle population throughout the State. The entire work is done in the districts with the help of Field Staff there, the services of this officer being utilised for guidance and advice, if necessary. His duties are not thus considered more onerous than those of the Veterinary Superintendents in Districts who are not allowed any special pay. We, therefore, suggest that the special pay of Rs.75 should be abolished.

Item (4)—Assistant Professors, Bengal Veterinary College

We understand that these officers draw the special pays as Superintendents and Assistant Superintendents of hostels. In the hostels attached to educational institutions under the control of the Department of Education the grant of hostel allowance to Superintendents or to Assistant Superintendents is regulated by Education Department No. 2403Edn., dated 20th March 1953. We suggest that the principles followed in the Education Department be adopted here and the special pays adjusted accordingly.

Item (5)—Veterinary Assistant Surgeons

The special pays paid are in the nature of Compensatory Allowance in order to compensate the officers for constant tour within the Development Blocks in the case of those posted in the Blocks and within 5 miles radius for those posted elsewhere. It is not clear to us how the allowance came to be treated as special pay. They should, according to the well-established principles of Government, be classified as Compensatory Allowance and drawn only when the number of miles toured per month otherwise than in Government Vehicles, exceeds 125 miles.

(b) Animal Husbandry and Dairy Development Department

9. The composition of the staff, its number, pay scales (including the amount of dearness allowance) and the methods of recruitment are shown in the annexed Table II.

It will appear that the posts require qualifications in a variety of subjects, e.g., Agriculture, Animal Husbandry, Veterinary Science, Indian Dairy Diploma Course, or a Degree in the basic Arts or Sciences. In the higher field with pay scales of 250—750 and above, the classification and emoluments follow closely the pattern in other comparable offices. But in the lower field with pay scales of 200—450 and below, there are variations both in the classification of the posts and in their emoluments. For instance, in the Department of Veterinary Services, Veterinary Doctors with degree in Veterinary Science are in the Subordinate Service and have two different

grades—a higher grade for the Veterinary Inspectors and a lower one for the Veterinary Assistant Surgeons. But in the Department of Animal Husbandry and Dairy Development, officers having similar qualifications are sometimes classed in the Gazetted and sometimes in the Subordinate Services. They have also 4 different scales of pay, most of which are lower than those in the Department of Veterinary Services. Similarly, in the Department of Agriculture and Food Production, Farm Managers are in the Subordinate Service, Class I, on the scale of 150—300. But in the Department of Animal Husbandry and Dairy Development, they hold Gazetted status on the scale 200—450. The differentiation does not also appear to be justified by any differentiation of duties. We are of opinion that this position is unsatisfactory and should cease so that officers with same recruitment qualifications and with similar duties to perform should have the same status and also the same rate of pay. We accordingly suggest that the posts of Farm Manager, Assistant Veterinary Officer and the Assistant Animal Breeder (Goat and Pig) on the scale of 200—450 should be classified in the Subordinate Service. The posts of Special Officer, Milk Distribution and Shift Manager on the scale 200—450 and the post of Assistant Milk Distribution Officer on 250—350 should also be in the same class.

10. The present Director is an officer on deputation from the National Dairy Research Institute under the Ministry of Food and Agriculture, Government of India, and draws over the pay scale of the post 1,200—1,550, a special pay of Rs.300 per month as personal to him. We understand that this special pay was sanctioned in order to protect the officer from the loss in his emoluments due to the deputation. The present pay and special pay may therefore continue as personal to the existing incumbent for so long as he holds the post under deputation from Government of India; but the pay scale of the post should, in conformity with the principle followed elsewhere, be in the scale 1,300—1,600, without any special pay.

At the next lower level, the scales are 350—1,200 and 250—750. We suggest for them revised scales of 400—1,000—50—1,250 and 300—30—900 respectively.

For the posts in the lower level our recommendations are as follows:—

- (a) Posts where the minimum qualification is a degree in Veterinary Science and which are at present on the scales 200—450, 150—300, 150—250 and 100—200 should be fitted into the scales 250—15—550 and 200—10—400, the proportion of the posts in the higher grade to those in the lower being in the same ratio as in the Department of Veterinary Services (viz., 1 higher: 5 lower grade posts);
- (b) Posts of the Farm Manager on 200—450 and the Agricultural Supervisors on 150—300, for which the minimum qualification is a degree in Agriculture should be on the scale 200—10—400;
- (c) Persons with pass certificates of the Indian Dairy Diploma Course now on the scales shown in column 1 below should be given scales as in column 2:

Present scales.	Proposed scales.
(1)	(2)
Rs.	Rs.
200—450	250—15—550.
250—350	} 200—10—400.
150—300	
100—200	150—5—250.

(d) Posts where the minimum qualification is an ordinary Bachelor's or Master's degree in any other Arts or Science subject and which are now on the scales 150—300 and 100—200 should be on the scales 200—10—400 and 150—5—250 respectively.

11. In short, the revised scales which we recommend for the posts are as follows:—

	Rs.
Director	1,300—60—1,600
Deputy Milk Commissioner ..	} 400—40—1,000—50—1,250
Dairy Manager ..	
Agronomist,	
Animal Breeder	
Assistant Milk Commissioner ..	
Poultry Breeder ..	
Veterinary Officer	
Agricultural Economist ..	300—30—900
Fodder Botanist	
Bacteriologist	
Assistant Agronomist ..	
Dairy Technologist ..	
Special Officer, Licensing ..	
Goat Breeder	
Physiological Chemist ..	} 300—30—900
Administrative Officer, Haringhata Farm ..	
Superintendents of Live Stock ..	
Special Officer, Key Village ..	
Assistant Veterinary Officer ..	
Assistant Animal Breeder (Goat and Pig).	
Supervisor, Cattle, Goat and Poultry	
Inspectors	
Veterinary Assistant Officers ..	(i) 250—15—550 and
Live-stock Officers ..	(ii) 200—10—400 in the ratio of 1 higher
Artificial Insemination Officers ..	to 5 lower grade posts.
Assistant Supervisor, Goat and Poultry	
Veterinary Assistant Surgeons ..	
Assistant Live-stock Officers ..	
Assistant Insemination Officers ..	
Assistant Supervisor, Animal Nutrition	
Poultry Supervisors ..	
Farm Manager	} 200—10—400
Supervisor, Agriculture ..	
Special Officer, Milk Distribution ..	} 250—15—550
Shift Manager	
Assistant Milk Distribution Officer	} 200—10—400
Supervisor, Milk Colony and Dairy	

			Rs.
Assistant Supervisors	150—5—250
Research Assistant	} 200—10—400
Supervisor of Distribution	
Supervisor of Estates	
Assistant Supervisor, Distribution	150—5—250

12. **Special Pays.**—In paragraph 10, we have already observed that the special pay of Rs.300 drawn by the present Director may continue for so long as he is in service of this Government on deputation from the Government of India should cease thereafter.

The only other special pay is Rs.100 per month drawn by the Deputy Milk Commissioner. Following the principle which we have suggested elsewhere regarding the special pays of Joint or Deputy Headships, we recommend that the special pay be abolished.

TABLE I

(Chapter 59, paragraph 4.)

Statement showing the distribution of staff in the Department of Veterinary Services among the different scales, their number and methods of recruitment

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
(a) <i>Gazetted Service and Posts</i>						
(1) <i>Higher Veterinary Service—</i>						
Director of Veterinary Services	Both by direct recruitment and by pro- motion from the State Veterinary Ser- vice, Government deciding on each occasion, whether particular post shall be filled up by direct recruitment or by promotion.	1	..	1,300—1,600	228—263	1,528—1,863
Joint Director		1	..	350—1,200 <i>plus</i> special pay of Rs.100.	79—228	529—1,528
Principal, Veterinary College		1	..		70—210	420—1,410
Professors of Veterinary College		9	..		60—131	310—881
(2) <i>State Veterinary Services—</i>						
Superintendents and Assistant Professors of Bengal Veterinary College.	50 per cent. by direct recruitment and 50 per cent. by promotion from Subordinate Veterinary Service, Class I.	33	4	250—750		
(b) <i>Subordinate (Executive) Services and Posts</i>						
(3) <i>Subordinate Veterinary Service, Class I—</i>						
Veterinary Inspectors, Assistant Veterinary Officers, Research Assistant, etc.	50 per cent. by direct recruitment and 50 per cent. by promotion from Subordinate Veterinary Service, Class II.	58	4	250—450	60—79	310—529

TABLE I—*contd.*

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food allowance.	Total.
				Rs.	Rs.	Rs.
(8) Non-Veterinary Technical and Skilled Personnel—						
Head Laboratory Technical Officer, Bengal Veterinary College.	By direct recruitment. Recruitment qualifications—Matriculate or its equivalent with adequate experience in high grade technical works, such as preservation of Sera and Vaccine.	1	..	100—200	45—55	145—255
Magic Lantern Operator, Publicity Section of the Office of the Director, Veterinary Services.	By direct recruitment, Matriculate	1	..	55—130	45—50	100—180
Assistant Poultry Manager, Bengal Veterinary College.	By direct recruitment or by promotion from Fodder Supervisor.	1	..	55—100	45—45	100—145
Technicians, Bengal Veterinary College.	By direct recruitment	5	..	60—90	45—45	105—135
Fodder Supervisor, Bengal Veterinary College.	Ditto	1	..	40—60	35—45	75—105
Poultry Keeper, Bengal Veterinary College.	1	..			

TABLE II

(Chapter 59, paragraph 9.)

Statement showing the distribution of staff in the Animal Husbandry and Dairy Development Department, their number, pay scales (inclusive of Dearness Allowance) and the methods of recruitment

Name of the service or posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
				Rs.	Rs.	Rs.
<i>Gazetted Services and Posts</i>						
<i>West Bengal General Service—</i>						
Director	Rule not yet framed. The present incumbent is on deputation from Government of India.	1	..	1,200—1,550	210—263	1,410—1,813
Deputy Milk Commissioner ..	By direct recruitment and by promotion of officers in the Department.	..	2	350—1,200	70—210	420—1,410
Dairy Manager, Agronomist, Animal Breeder.	By direct recruitment ..	2	1			
Assistant Milk Commissioner, Poultry Breeder, Veterinary Officer, Agricultural Economist, Fodder Botanist, Bacteriologist, Assistant Agronomist, Dairy Technologist, Special Officer (Licensing), Goat Breeder, Physiological Chemist, Administrative Officer, Haringhata Farm.	By direct recruitment ..	13	..	250—750	60—131	310—881
Superintendents of Live Stock ..	Included in the State Agricultural Services	3	..	250—750	60—131	310—881
Special Officer, Key Village	1	250—750	60—131	310—881

Name of the service or post.	Method of recruitment.	Number of posts.		Existing emoluments.		
				Basic scale.	Dearness Allowance and Food Allowance.	Total.
		Perma- nent.	Tempo- rary.	Rs.	Rs.	Rs.
<i>Gazetted</i>						
Assistant Veterinary Officer	Degree in Veterinary Science	1	..	200—450	55—79	255—529
Assistant Animal Breeder (Goat and Pig).	Ditto	..	2	200—450	55—79	255—529
<i>Subordinate (Executive) Posts</i>						
Supervisor, Cattle, Goat and Poultry	Degree in Veterinary Science	7	..	150—300	50—65	200—365
Inspector, Veterinary Assistant Officer.	Ditto.	1	2	150—250	50—60	200—310
Live Stock Officer	Ditto.	14	1	150—250	50—60	200—310
Artificial Insemination Officer	Ditto.	..	24	150—250	50—60	200—310
Assistant Supervisor, Goat and Poultry.	Ditto.	2	..	100—200	45—55	145—255
Veterinary Assistant Surgeons	Ditto.	2	..	100—200	45—55	145—255
Assistant Live Stock Officers	Ditto.	50	3	100—200	45—55	145—255
Assistant Insemination Officers	Ditto.	..	2	100—200	45—55	145—255
Assistant Supervisor, Animal Nutrition.	Ditto.	1	..	100—200	45—55	145—255
Poultry Supervisors	Ditto.	..	11	100—200	45—55	145—255

Farm Manager	<i>Gazetted</i>				
	.. Degree in Agriculture	..	1	..	200—450 55—79 255—529
<i>Subordinate (Executive) Posts</i>					
Supervisor, Agriculture	.. Degree in Agriculture	..	2	2	150—300 50—65 200—365
<i>Gazetted</i>					
Special Officer, Milk Distribution	.. Indian Dairy Diploma Course	1	200—450 55—79 255—529
Shift Manager	.. Ditto	..	1	..	200—450 55—79 255—529
Assistant Milk Distribution Officer	.. Ditto	1	250—350 60—70 310—420
<i>Subordinate (Executive) Posts</i>					
Supervisor, Milk Colony and Dairy	.. Indian Dairy Diploma Course	..	11	15	150—300 50—65 200—365
Assistant Supervisors	.. Ditto	..	13	28	100—200 45—55 145—255
Research Assistants	.. Master's Degree	..	11	3	150—300 50—65 200—365
Supervisor of Distribution, Supervisor of Estates.	.. Degree in Arts or Science	..	2	..	150—300 50—65 200—365
Assistant Supervisor, Distribution	.. Ditto	..	1	..	100—200 45—55 145—255

CHAPTER 60

Weights and Measures

This organisation is responsible for the proper administration of the West Bengal Standard of Weights and Measures Enforcement Act, 1953 (Act No. XXIII of 1953). The distribution of the staff among different scales is as follows:—

Name of the posts.	Method of recruitment.	Number of posts.		Existing emoluments.		
		Perma- nent.	Tempo- rary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
Controller of Weights and Measures.						
Deputy Controller	By direct recruit- ment.		1	250—750	60—131	310—881
	Qualification.— Graduate.					
Assistant Controller	By direct recruit- ment or by pro- motion from Ins- pectors.		2	200—450	55—79	255—529
	Qualification.— Graduate.					
Inspectors	.. Not yet prescribed		71	150—400	50—70	200—470

2. The recruitment rule for the Controller of Weights and Measures has not yet been fixed. It is now held by a retired officer of the Indian Administrative Service. We do not, therefore, propose to suggest any pay scale for the posts. For the Deputy and Assistant Controllers, we suggest the scales 300—30—900 and 250—15—550 respectively.

The existing pay scale of the Inspectors is higher than that of comparable posts in other offices. We suggest for them the scale 200—10—400.

CHAPTER 61

Miscellaneous Departments or Offices

CHAPTER 61

Miscellaneous Departments or Offices

In this Chapter we have included isolated posts which could not be classified under any of the Heads dealt with earlier. The strength of such staff, their number, pay scales and the recruitment qualification are as follows:—

Name of the department.	Name of the posts.	Recruitment qualifications.	Number of posts.		Existing emoluments.		
			Perma- nent.	Tem- porary.	Basic scale.	Dearness Allowance and Food Allowance.	Total.
					Rs.	Rs.	Rs.
(1) Public Works	.. Estate Officer (Non-Gazetted).	Direct recruitment of Graduates	..	1	250—750	60—131	310—881
(2) Housing	.. Estate Officer (Gazetted)	Direct recruitment from Law Graduates.	..	1	200—450	55—79	255—529
(3) Home	.. Lady Social Welfare Worker (Non-Gazetted).	1	150—400	50—70	200—470
(4) Development	.. Administrator, Digha Development Scheme (Gazetted).	By direct recruitment	..	1	250—850	60—149	310—999
(5) Land and Revenue.	(1) Office of Rent Controller— Deputy Registrar (Gazetted)	Filled up by promotion of Office Superintendents.	..	1	200—300	55—80	255—380
	Inspector	.. Held by Kanungos	125—250	50—80	175—310

(2) Land Acquisition Collector, Calcutta—

Law Superintendent (Non-Gazetted).	1	200—450	55—79	255—529
Disposal Officer (Non-Gazetted).	By direct recruitment of Graduates	..	1	100—200	45—55	145—255
Enquiry Officers (Non-Gazetted).	Held by Kanungos	125—250	50—60	175—310

(6) Labour

.. Certifying Surgeon of Factories (Gazetted).	Both by direct recruitment and by promotion of Medical Inspectors of Factories. Qualification for direct recruitment—Degree in Medicine, diploma in Public Health or Industrial Hygiene.	1	..	500—1,000	88—175	588—1,175
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Medical Inspector of Factories (Gazetted).

By direct recruitment. Recruitment qualification—Degree in Medicine, diploma in Public Health or Industrial Hygiene.	2	250—750	60—131	310—881
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(7) Commerce and Industries.
Senior Geologist, Office of the Director of Mines (Gazetted).

By direct recruitment. Qualifications—Good M.Sc. Degree in Geology or diploma in Applied Geology from the Industrial School of Mines.	1	500—1,200	88—210	588—1,410
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Geologist (Gazetted)

..	Ditto	..	3	250—750	60—131	310—881
Assistant Drilling Engineer (Gazetted).	By direct recruitment. Qualifications—Degree in Science and 3 years' experience in prospecting minerals.	..	1			

Assistant Driller (Non-Gazetted).

By direct recruitment. Qualifications—School Leaving Certificate or equivalent. Thorough knowledge of Core drilling including running of Diesel Engine.	1	150—400	50—70	200—470
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2. Our comments on each of the above items are as follows:—

Items 1 and 2.—Estate Officers, Department of Public Works and Department of Housing.—We are informed that the main duties of the Estate Officer, Department of Public Works, are to collect rents from the stall-holders in the Hawkers' Corner, Esplanade, while the Estate Officer, Department of Housing, is in-charge of allotting tenements constructed under the Industrial Housing Schemes and realising rents from the tenants. The duties of both these posts being similar, we suggest that their pay scales should be equalised and fixed at 250—15—550.

Item No. 3.—Lady Social Worker (non-Gazetted)—The pay scale which we have suggested elsewhere for posts with equivalent nature of duties is 200—10—400. We recommend the same pay scale for this post.

Item No. 4.—Administrator, Digha Development Scheme—We consider that this post should be filled up by transfer from other services on their grade pay only. Pending decision on it, we suggest the scale 300—30—900 for the post.

Item No. 5.—(a) Deputy Registrar, Office of the Rent Controller—The post is Gazetted and is usually filled up by promotion of Office Superintendent. We suggest for it the scale 250—15—550.

(b) Law Superintendent, Office of the Land Acquisition Collector, Calcutta—Following the pattern adopted elsewhere, we suggest the scale of 250—15—550.

(c) Inspectors, Office of the Rent Controller: Enquiry Officers, Land Acquisition Collector's office, Calcutta—These posts are held by Kanungos. The scale (175—7—245—8—325) which we have suggested for such establishment in the Chapter dealing with "Estates Acquisition and Settlement" should apply in their cases.

(d) For the Disposal Officer, Office of the Land Acquisition Collector, Calcutta, we suggest the scale 150—5—250.

Item No. 6.—While dealing with the question of pay scale of the Inspectors of Factories in the Chapter dealing with the "Engineering Establishments under Government," we have suggested that the Certifying Surgeon and the Medical Inspectors of Factories should be included in the cadre of the West Bengal Health Services and their pay scales adjusted accordingly. No separate comments are thus called for here.

Item No. 7.—The post of Senior Geologist is filled up by direct recruitment. We suggest for it pay in the scale of the Higher State Service, viz., 400—40—1,000—50—1,250. For the others, consistently with the principles adopted for posts on comparable pay scales, we suggest pay scales as follows:—

	Ra.
Geologist	... 300—30—900
Assistant Drilling Engineers	... 300—30—900
Assistant Driller	... 200—10—400

PART IV

Economy

CHAPTER 62

Economy

One of our terms of reference is to recommend economy measures. In these days of rapidly expanding Government activities, no Department of Government could give us any data in support of any measure of economy. In a period of expansion economy can hardly mean retrenchment of surplus resources; but such things as optimum utilisation of available resources, correct deployment of man-power and hard and honest work by everybody, etc., assume greater importance. The urgency of these factors can hardly be overstressed in our present state when the country is straining every nerve to make a succession of ambitious Five-Year Plans successful. Problems of economy, viewed in this light, require careful consideration of Government. The question of optimum utilisation of resources has two aspects, viz., optimum utilisation of the available resources in personnel and optimum utilisation of the available material resources. We have had no data on the second aspect of the problem and therefore we can make no recommendation on it. In course of our enquiry into the pay structure, we received a lot of data about personnel. On a consideration of such data, we have in course of our report made a few recommendations on organisation of posts into regular cadres, which we thought necessary to attract suitable men and to give them suitable conditions of work so that they could also give of their best.

2. It has not been possible for us to go into the detailed working of every department to enable us to detect exhaustively all cases of overlapping, lack of co-ordination, idle hours, etc.; and consequent scope for economy. In course of our Report, we have made a few recommendations here and there generally directed towards prevention of wastes arising from such causes, wherever they have come to our notice.

3. When the Government machinery is expanding fast and pressure of demand on available personnel tends continually to reduce maturity and often quality also of men placed in charge of execution of schemes, recommendations of a general nature made on such matters by a Committee appointed once in an epoch are likely to lose much of its importance. Conditions of work change frequently. Field officers are generally junior. In these conditions work requires inspection and the officers require guidance very much more than in normal or static condition; if there is to be optimum, utilisation of scarce resources in men and material regular inspection and guidance by senior officers, important at all times, becomes infinitely more so during such times. Moreover, each scheme, before it is put into execution, requires to be translated into clear-cut items of specific work and each man appointed requires a clear-cut duty card. Cases have come to our notice where a new office has been set up in a remote place and the men appointed in the office have little idea of the work they are to do, except in very vague and general terms. As we have not been able to go into such matters exhaustively, we do not want to cite examples. But we cannot but emphasise the great importance of regular inspection and guidance by senior officers in these days. Usually in each line, there is a Head of Department, a Deputy Head and a local Senior. The best method and an essential condition of ensuring economy in the sense of securing optimum use of available resources is for Government to insist on regular inspection and guidance by all these officers and careful examination of reports of such inspection by the next higher level. We accordingly recommend that local seniors must inspect, say, monthly and forward the

reports to the Deputy Head, that the Deputy Head should inspect every office under him quarterly and forward his report to the Head who also should inspect every office under him, say, once in six months. The reports of the Head should be scrutinised by Government. Every level should ensure that the next lower level carries out these inspections regularly and forward the reports to it. The reports should be detailed and specified so that officers of the lower level may receive guidance from it and Government or the next higher level may also know the position and initiate appropriate action on the basis of it. The system of inspection and reporting was an integral part of the administration at one time and we are practically recommending the revival of the old system. It is also to be ensured that every man in the organisation knows his duty and has a duty card.

4. We have also noticed a tendency towards centralisation and also a blurring of the line of responsibility. Sometimes offices have been set up in a remote locality under the direct control of the Secretariat, omitting the normal links of the chain of responsibility in the department. As a result, a district level officer of that department has not been able to tell us the facts about all the organisations of the department in that district. In fact, the organisation has sometimes become so complicated that it has not only been difficult for us to get a full picture from anybody; but even after consulting so many possible sources, we are not sure whether we have got all the information. We strongly recommend that the question of organisation requires careful consideration by Government in order that there may not be excessive centralisation or confusion of the line of responsibility. The organisation should be as simple and as decentralised as possible.

5. These recommendations are of a basic character. No organisation, particularly when it is expanding fast, can function efficiently and, therefore, with economy unless these points are carefully secured. In the following paragraphs, we deal with a few specific matters of general importance which have come to our notice in course of our enquiry.

(a) Staffing of offices

6. Nature of clerical work in Government offices, particularly at the Secretariat level, has undergone significant change. The increase in routine correspondence and decrease in emphasis on precedents or on reference to old papers are some of the features of this change.

7. Formerly, Government work seldom touched the day-to-day life of the people and the official Head of Department had little contact with the masses of the people. Government corresponded mainly with Divisional Commissioners and other Heads of Departments and the letters received from them necessarily included very important matters or important questions of policies. Government had therefore to deal with little or no routine correspondence. The letters received were necessarily small in number.

8. Government have now undertaken large scale developmental work which touches the every day life of the people. Popular Ministers are now at the head of the departments of Government. They are in continual contact with the general public, who, therefore, address a large number of routine enquiries to Government. Moreover, it is now usual for Government to deal with the District Magistrates direct instead of through the Divisional Commissioners, as before. The result is that a much larger number

of letters has to be received and despatched to decide a matter of policy regarding the districts than was necessary when the Divisional Commissioners sent the collected views of the district through a single letter.

9. With Government breaking new ground on nation-building activities and with a complete re-orientation of Government's aims and objects even in dealing with old subjects, it is natural that emphasis on precedence and old papers should be less. The new popular Government does not feel bound by old practices and are inclined to view everything in new light. Thus letters received in the Secretariat now include a large proportion of routine letters which do not require lengthy examination or reference to old papers at all. Even when matters leading up to a policy decision have to be processed at the clerical level, there is no longer the same emphasis on precedents and old papers as was usual before. The result is that clerical work is now so much the simpler than before. The prevailing yardstick for determining the clerical strength of an office requires revision in the light of the changed conditions. J.P.

10. Another corollary to the adoption of democratic institutions is smaller emphasis on peons or orderlies. Employment of peons and orderlies in large numbers was formerly considered to be a necessary element in the dignity of an officer or an office. It is now felt that there should be only as many peons or orderlies as are strictly necessary for the work. In this changed condition, a revision of the yardstick for determining the number of peons and orderlies has also become necessary. The representatives of the Nimnatama Sarkari Karmachari Samity who appeared before us agreed with this view but pointed out that no one should be retrenched on this ground.

11. The State is now well served by a good system of roads and quick means of communication. Many inaccessible places have become easy of access and time taken in making a journey has been appreciably reduced. Fewer men than before should now be able to do a work which involves touring and in which time spent on journey plays an important part, it being sometimes more than the time spent on the work itself.

12. Many standards may require revision in the light of the changed conditions. For lack of data, we have not been able to deal with the matter comprehensively. In the Table No. 1 annexed herewith, we are proposing revised yardsticks in respect of certain categories of staff. Government may find many other matters of this nature and will no doubt examine them themselves and take appropriate decisions.

(b) Rent Free Quarters or House Rent Allowances in lieu thereof

13. This concession is allowed to such staff as are required to live in or close to an institution in order that they may be available at any time of the day or night or whose duties compel them to live in a particular locality in which they would not voluntarily choose to reside. These principles would cover such cases as the officers of the Jail and Medical Departments who have to live in or beside Jails and Hospitals, Educational Officers required to live in residential schools or colleges and Police Officers living in Police Stations. The principle as so stated is sound.

14. The annexed Table II gives a list of such House Rent Allowances. It is not exhaustive but illustrative. It will appear therefrom that there is no uniformity in the rates of the allowances even for officers of equivalent

rank with equivalent duties and responsibilities and serving in the same locality. There are also posts where the allowances can be reduced or abolished, following the principle followed in comparable posts in other offices with comparable duties. We append below a statement showing some such allowances together with our remarks against each:—

STATEMENT

Item No.	Designation of the posts.	Present rate (per month).	Proposed rate (per month).	Remarks.
(1)	(2)	(3)	(4)	(5)
		Rs.	Rs.	
	Caretaker, Office of the Official Receiver.	15	Nil	The nature of duties of Caretakers is generally such that they must live within the premises. In this case the Caretaker is not required to do so and is free to live anywhere in his station; but is still allowed a house-rent allowance. The condition for paying house-rent allowance is thus not fulfilled.
2.	Compounders in Veterinary Hospitals.	20	Nil	In hospitals and clinics under the Health Department, no such house-rent allowance is paid.
3	Peons, Sweepers in Veterinary Hospitals.	10 each.	5 each.	Staff of equivalent rank in hospitals and clinics under Health Department are allowed house-rent allowance of Rs.5 per month each.
4.	Fieldmen, Agricultural Research Stations, Agricultural Demonstrators and Town Compost Demonstrators in the offices of Superintendents of Agriculture.	5 each.	Nil	In our view, the principles regulating the grant of house-rent allowance in lieu of free quarters are not satisfied.
5.	Area Foreman, Mechanics, Fitters, Drivers, Cleaners in Motor Transport Offices in mofussils under the Food and Supplies Branch of the Department of Food, Relief and Supplies.		Nil	In each district, there is a pool of Government Vehicles under the control of the District Magistrates; but no such allowance is paid to comparable staff employed in the district pool.
6.	Deputy Superintendents of Police employed in Calcutta, Howrah and Alipore Sadar.	50	80	Both the classes of officers are of equivalent rank and the rate of allowance should, in our opinion, be equal.
7.	Assistant Commissioners of Police, Calcutta.	138		

Item No.	Designation of the posts.	Present rate (per month).	Proposed rate (per month).	Remarks.
(1)	(2)	(3)	(4)	(5)
		Rs.	Rs.	
8.	Inspectors, Calcutta Police	83	(1) In Calcutta, Alipore (Sadar) and Howrah (Sadar) Rs.60.	In our view, the rates of house-rent allowance for the Inspectors, Calcutta Police and for those in the West Bengal Police, who are posted in Calcutta, Alipore (Sadar) and Howrah (Sadar) should be the same. Again in the West Bengal Police, the rates of house-rent allowance for the Inspectors and the Sub-Inspectors posted in Calcutta, Alipore (Sadar) and Howrah (Sadar) being the same, we do not consider why the same principle may not be adopted for the Inspectors and Sub-Inspectors of the Calcutta Police. Hence our proposal in column 4.
9.	Inspectors, West Bengal Police—		(2) Elsewhere Rs.40.	
(a)	In Calcutta, Alipore (Sadar) and Howrah (Sadar).	55		
(b)	Elsewhere ..	44		
10.	Sub-Inspectors, Sergeants, Calcutta Police.	55		
11.	Sub-Inspectors, West Bengal Police—			
(a)	In Calcutta, Alipore (Sadar) and Howrah (Sadar).	55		
(b)	Elsewhere ..	31		
12.	Assistant Sub-Inspectors, Calcutta Police.	28	(1) In Calcutta, Howrah (Sadar) and Alipore (Sadar) Rs.25.	
13.	Assistant Sub-Inspectors, West Bengal Police—		(2) Elsewhere Rs.14.	
(a)	In Calcutta, Alipore (Sadar) and Howrah (Sadar)—			Our comments against items 8 to 11 are equally applicable here.
(i)	In Criminal Investigation Department.	22		
(ii)	In other offices ..	20		
(b)	Elsewhere ..	14		
14.	Head Constables, Calcutta Police.	12	(1) For Calcutta, Alipore (Sadar) and Howrah (Sadar) Rs.12.	
15.	Head Constables, West Bengal Police—		(2) Elsewhere Rs.8.	We have elsewhere observed in Chapter 4 that there is at present very little difference in the costliness of living in the different parts of the State except in respect of the house-rent which is higher in Calcutta and Howrah (Sadar). Hence our proposal in column 4.
(a)	In Calcutta, Alipore (Sadar) and Municipal areas of Balurghat, Jalpaiguri, Cooch-Behar, Mekligum, Tufangunj, Dinhata and Mathabhanga.	12		
(b)	In Howrah (Sadar) and elsewhere.			

Item No.	Designation of the posts.	Present rate (per month).	Proposed rate (per month).	Remarks.
(1)	(2)	(3)	(4)	(5)
		Rs.	Rs.	
16.	Constables, Calcutta Police	8	(1) For Calcutta, Alipore (Sadar) and Howrah (Sadar) Rs.8. (2) Elsewhere Rs.5.	Our comments against items Nos. 14 and 15 are equally applicable here.
17.	Constables, West Bengal Police—			
	(a) In Calcutta, Alipore (Sadar) and municipal areas of Balurghat, Jalpaiguri, Cooch-Behar, Mekligunj, Tufangunj, Dinhata and Mathabhanga.	8		
	(b) In Howrah (Sadar) and elsewhere.			
18.	Chief Head Warders	28	In Calcutta, Alipore (Sadar) and Howrah (Sadar) Rs.25. Elsewhere Rs.14.	These officers are of equivalent rank as that of the Assistant Sub-Inspectors of Police. Hence the same rate has been suggested.
19.	Head Warders—			
	(a) In Calcutta, Alipore (Sadar), Howrah (Sadar), and municipal areas of Balurghat, Jalpaiguri, Cooch-Behar, Mekligunj, Tufangunj, Dinhata and Mathabhanga.	12	For Calcutta, Alipore (Sadar), and Howrah (Sadar), Rs.12.	The proposed allowances are the same as suggested for the Head Constables.
	(b) Elsewhere	..	Elsewhere Rs.8.	
20.	Warders—			
	(a) In Calcutta, Alipore (Sadar), Howrah (Sadar) and in the municipal areas of Balurghat, Jalpaiguri, Cooch-Behar, Mekligunj, Tufangunj, Dinhata and Mathabhanga.		For Calcutta, Alipore (Sadar) and Howrah (Sadar), Rs.8.	The proposed allowances are the same as for Police Constables.
	(b) Elsewhere	..	Elsewhere Rs.5.	
21.	Discipline Officers, Presidency and Central Jails—			
	Unmarried ..	55	Rs.60 for both married and unmarried Officers.	The proposed allowance is the same as that of Sergeants and Sub-Inspectors of Calcutta Police.
	Married ..	75		

As stated before the above list is not exhaustive. We suggest that Government may collect a complete list and examine each case on merit.

15. At present, in some cases Police Officers of the rank of Inspectors and below posted in Calcutta (including Sealdah and Alipore) and the municipal area of Howrah hire houses for themselves and recover from Government actual rent paid subject to the ceiling mentioned in Column 3 of the preceding paragraph. Our recommendations in the said paragraph in relation to such offices apply to these cases only.

In the other cases, the Inspector-General of Police (in respect of West Bengal Police) and the Commissioner of Police, Calcutta (in respect of Calcutta Police) hire quarters for the different ranks and pay full rents for them, irrespective of the ceiling, provided the scale of accommodation occupied by the Officers noted below is not exceeded:—

Rank.	Floor space in sq. ft. (excluding Verandah and passage, if any).
(1) Inspector	... 700
(2) Sub-Inspector and Sergeant	... 550
(3) Assistant Sub-Inspector	... 430
(4) Head Constable	... 120
(5) Constable	... 80

In cases where the floor space actually occupied by an officer exceeds the limit laid down above, proportionate rent for the excess area is recovered from the Officer concerned. This practice may continue for so long as the housing problem remains acute.

16. The House Rent Allowance dealt with in this section is paid anywhere in the State irrespective of the level of house rent prevailing there. The essential condition of its admissibility is that the Government servant, because of the nature of his work, is required to live in close proximity to his chief place of work, at present within $\frac{1}{4}$ th mile of it. Where he is not so required and is free to live anywhere in his Headquarter station, no such allowance is admissible. We suggest that Government may examine each case to find out whether the Government servant drawing the House Rent Allowance under this section has been actually living within $\frac{1}{4}$ th mile of his place of work and whether it is really necessary so to require him in the interest of the work.

17. We understand that in a few cases officers occupying rent-free quarters do not pay occupier's share of local Municipal Taxes and that in a few other cases they also do not pay the cost of electric current consumed by them for domestic purposes. This discriminatory concession does not appear to be justified and we recommend that each such case be examined on merit and the concession withdrawn unless there is some compelling reason for its continuance.

(c) Travelling Allowances

18. The rates of Travelling Allowance, Daily Allowance, etc., are related to pay, and for this purpose, the employees are broadly divided into four grades:—

First	Pay exceeding Rs.750 per month;
Second	Pay of Rs.150 per month and above, but not exceeding Rs.750;
Third	All other Government servants in Superior Service, except those specifically classified under the 4th grade; and
Fourth	Forest Guards, Police Constables (excluding Head Constables), Jail Warders, Petty Officers in Excise, etc., and all Government servants in Inferior Service.

19. The existing minimum limit in the 2nd Grade (namely Rs.150) was fixed at a time when officers now in the Junior State Services started on a pay of about Rs.150. This starting pay has been increased and we are also recommending merger of dearness allowance with pay. Under our recommendation, such officers will now start on a basic salary of Rs.250. We therefore recommend that the minimum limit for the second grade should be raised to a pay of Rs.250. This recommendation is only consequential on our recommendations on pay scales.

20. *Permanent Travelling Allowance.*—It is granted in lieu of all other forms of Travelling Allowance to Government servants whose duties require them to travel extensively within their sphere of duty subject to such condition as Government may decide. The annexed Table No. III contains a list of such allowances; but in the absence of adequate data, we find it difficult to go into the merit of each case. There are, however, certain features in the present system of granting the allowances which call for a thorough review. To begin with, permanent *annual* travelling allowance has been sanctioned in some cases although the rules do not provide for such sanction. Rates of allowances in the different posts also differ even though the status of the officers drawing the allowance and their sphere of duty is the same as those of other officers employed in the same or in different departments. In some cases (for instance, in the case of Sub-Deputy Magistrates and Sub-Deputy Collectors), one of the conditions of being eligible for the allowance is that they must tour at least 20 days in a month. But we are informed that in several other cases, no such restriction is generally imposed. There are also officers (viz., Glanders Inspectors in the Department of Veterinary Services) whose allowances were sanctioned long before, but has not been reviewed since then. We are thus of the view that Government should undertake a detailed examination of the list of permanent Travelling Allowance now admissible with the object of finding out whether they are justifiable and where they are found to be justifiable or in cases of fresh sanctions, if any, the allowance should be on a monthly basis, its drawal being subject to a minimum number of days' touring in a month in a conveyance other than one provided at the expense of Government or a local fund.

21. *Changes of Headquarters.*—Instances have come to our notice where officers have their Headquarters in Calcutta, though Calcutta is outside—sometimes far outside—their territorial jurisdiction. The Headquarters should in such cases, be shifted to places within their respective jurisdiction.

It may also be examined whether some Directorates, which have their main work in rural areas, may also not be shifted outside Calcutta. We suggest that this matter be examined after obtaining all relevant data pertaining to it.

22. *Frequency of Transfer.*—We consider that transfer of officers both Gazetted and non-Gazetted can be largely curtailed in practically every service. We recommend that the attention of all departments should be drawn to the necessity of reducing the number of transfer to the minimum. For maintaining the morale of the services at a high level, it is also necessary to arrange transfers and postings in an equitable manner. ✓

(d) Miscellaneous Allowances

23. *Sundarbans Allowance.*—There are some Excise staff in the "Sundarbans" of the 24-Parganas district who draw a "Sundarbans Allowance" at the following rates:—

Name of the posts.	Number of posts.	Amount of allowance per month.
Inspector of Excise ..	1	Ra.42-50nP.
Sub-Inspectors of Excise	2	20 per cent. of basic pay each.
Excise Peons ..	6	Ra.2 each per month.
Majhi ..	1	Ra.3 per month.
Boatmen ..	3	Ra.2 each per month.

These allowances are given not only because the staff serve in unhealthy and uncongenial surroundings, but are frequently unable to keep their families with them. We suggest that these allowances should continue.

(e) Commission

24. It is paid to the following staff at the rates noted against them:—

Name of the department/ office.	Category of staff.	Rate of commission.
1. Home (Jails) Department.	Manager, Jail Depot ..	1½ per cent. on sales to Government Departments.
	Salesman, Jail Depot ..	1½ per cent. on sales to Government Departments.
	Two Clerks and one Sarkar, Jail Depot.	1/6th per cent. on sales to Government Departments.
	Two Mazdoors on Rs.1-75nP. per day.	50 per cent. of delivery charges.
2. Commerce and Industries Department.	Sales Assistants, Sales Emporiums.	1½ per cent. on total sales per month.
3. Land and Land Revenue Department.	Tahsildars (Part-time) in Estates Acquisition Branch in districts.	2½ per cent. on total annual collection of Rs.3,000 or less.
		3 per cent. for next 2,000 or less.
		4 per cent. for the next 3,000 or less.
		4½ per cent. for the next 2,000 or above.

25. Our observations on each of the above items are as follows:—

Item 1.—At present the commission is admissible on sales to Government Departments. We suggest that a circular should issue to all Government Departments and offices requiring them to purchase Jail-made goods from the Jail Depot if and when required and the commission for sales to Government Departments should be withdrawn.

Item 2.—All these Emporiums are working at a loss. If the commission has not been able to provide any incentive for pushing sales, it is difficult to justify it, particularly if it is paid in addition to salary at full rates payable to Government servants of comparable status and qualification. We suggest that the question be examined by Government.

Item 3.—In the section dealing with remuneration of the staff employed on "Estate Acquisition" work, we have suggested that the commission should continue.

TABLE I

(Chapter 62, paragraph 12.)

(f) Yardsticks proposed for assessment of certain categories of staff in different Government Offices

TABLE I

(Chapter 62, paragraph 12.)

(7) Yardsticks proposed for assessment of certain categories of staff in different Government Offices

(A) CLERICAL STAFF

[for General Clerical work.]

Name of the department/offices.	Name of the post.	Yardsticks.	
		Existing.	Proposed.
(1) Secretariat Department ..	(a) Head Assistant The number of posts of Senior Head Assistants is calculated at 7.5 per cent. of the total permanent Upper Division posts (including Head Assistants), provided that no post of Senior Head Assistant is admissible unless there are more than 1 permanent Head Assistant.	Of the total number of Head Assistants in a Department not more than 1/3rd should be in the Upper Supervisory and the others in the Lower Supervisory scales.
(2) Governor's Establishment.			
(3) Board of Revenue.			
Offices directly subordinate to Government.	(b) Upper Division and Lower Division Assistants.	1 Correspondence Assistant per 2,000 receipts and issues in a year.	1 Correspondence Assistant per 2,500 receipts and issues in a year.
	(a) Head Clerk Normally 1 Head Clerk for each office. Additional Head Clerks are allowed on the merit of each case but there is no prescribed standard at present.	One Head Clerk for every thirty clerks in an office provided that the first Head Clerk may be allowed as soon as the number of clerks in an office exceeds six. No Head Clerk need be allowed where the number of clerks is not above six.
		The number of Supervisory posts in the different grades should be in the ratio as recommended in paragraph 23, Chapter 13 in Part II of this Volume.	
(b) Upper Division and Lower Division Clerks.	One Clerk per 2,300 receipts and issues in a year.	One Clerk per 2,900 receipts and issues in a year.	

(B) STENOGRAPHERS

(1) Secretariat ment.	Depart-	(a) Ministers, Ministers of State, Deputy Ministers, Chief Whip, Chief Secretary, Member (in- cluding Additional Member) of the Board of Revenue, Chair- man and Members, Public Service Commission, Secre- taries to Government.	(a) Ministers, Ministers of State, Deputy Ministers, Chief Whip, Chief Secretary, Member (in- cluding Additional Member) of the Board of Revenue, Chair- man and Members, Public Service Commission, Secre- taries to Government.	One Stenographer each.
(2) Governor's Estab- lishment.		(b) Officers of the rank of Deputy Secretary and/or Under Sec- retary.	(b) Officers of the rank of Deputy Secretary and/or under Sec- retary.	One Stenographer for every two officers.
(3) Board of Revenue.		(a) Head of the Department (in- cluding Additional Head of the Department, if any).	(a) Head of the Department (in- cluding Additional Head of the Department, if any).	One Stenographer each.
(4) Public Service Com- mission.		(b) Officers of the rank of Joint and/or Deputy Headship.	(b) Officers of the rank of Joint and/or Deputy Headship.	One Stenographer for every two officers.

Officers directly subordi-
nate to Government
(provided the number
of clerks in each is above
10).

It will appear that for some categories of officers, we have recommended one Stenographer for two officers. The idea is that whenever there is a number of officers of such categories working in the same building, Stenographers, instead of being individually allotted to officers, should form one group and sit in one central room. When requiring the services of a Stenographer, the officer should send for one and any one present in the room should attend. The number of Stenographers in the group should be equal to half the number of officers whom they are to serve. The senior member of the group should co-ordinate. When the group consists of 4 or more members, the senior member may be given a special pay of Rs.25 per month working as Co-ordinator in addition to his duties as Steno.

(C) JAMADARS AND PERSONAL ORDERLIES

Name of the Department/ offices.	Name of the posts.		Yardsticks.	
	Existing.		Proposed.	
(1) Secretariat Departments.	(a) Ministers and Ministers of State.	One Jamador and 3 Orderly Peons each.	(a) Ministers and Ministers of State.	One Jamader and 2 Orderly Peons each.
(2) Board of Revenue ..	(b) Deputy Ministers, Chief Secretary, Member and Additional Member, Board of Revenue, Chairman and Members of the Public Service Commission, Secretaries, Joint Secretaries-in-Charge of Departments.	One Jamader and 2 Orderly Peons each.	(b) Deputy Ministers, Chief Secretary, Member and Additional Member, Board of Revenue, Chairman and Members of the Public Service Commission, Secretaries, Joint Secretaries.	One Jamader and 1 Orderly Peon for each.
(3) Public Service Commission.	(c) Deputy Secretaries, Under Secretaries, Assistant Secretaries and Registrars.	Two Orderly Peons each	(c) Deputy Secretaries, Under Secretaries, Assistant Secretaries and Registrars.	One Orderly Peon for each.
	(d) Other Gazetted Officers ..	One Orderly Peon each..	(d) Other Gazetted Officers ..	One Orderly Peon for each provided that officers accommodated in one room or two contiguous rooms may share one orderly peon.
Offices directly subordinate to Government.	(a) Heads of offices ..	Two Orderly Peons each	(a) Head of Offices ..	Two Orderly Peons for each.
	(b) Other Gazetted Officers ..	One Orderly Peon each ..	(b) Other Gazetted Officers ..	One Orderly Peon for each provided that Gazetted Officers accommodated in 1 room or in 2 contiguous rooms may share one Orderly Peon.

Other Offices

..	(a) Commissioners of Divisions and District Magistrates.	Four Orderly Peons each	(a) Commissioners of Divisions, and District Magistrates.	Three Orderly Peons for each (both for office and residence).
	(b) Additional District Magistrates	Three Orderly Peons each	(b) Additional District Magistrates	Two Orderly Peons for each (both for office and residence).
	(c) (i) District and Sessions Judges.	Three Orderly Peons each	} (c) District and Sessions Judges, Additional District, and Sessions Judges and Judicial officers of equivalent or higher ranks.	} Two Orderly Peons for each.
	(ii) Additional District and Sessions Judges and Sub-Judges.	Two Orderly Peons each		
	(d) Sub-divisional Officers in Sadar and outlying Subdivisions.	Two Orderly Peons each	(d) Sub-divisional Officers in Sadar and outlying Subdivisions.	Two Orderly Peons each.
	(e) Other Gazetted Officers ..	One Orderly Peon each...	(e) Other Gazetted Officers ..	One Orderly Peon for each provided that Gazetted Officers accommodated in 1 room or in 2 contiguous rooms will share one Orderly Peon among themselves.

(D) OFFICE PEONS

Name of the department/ offices.	Yardsticks.	
	Existing.	Proposed.
(1) (a) Secretariat Department. (b) Governor's Establishment. (c) Board of Revenue. (d) Public Service Commission.	One Peon for every 8 Assistants (including Typists, Mohurrirs and Record Suppliers).	One Peon for every 15 Assistants (including Typists, Mohurrirs and Record Suppliers). One Messenger Peon may be allowed in addition for each self-contained Branch of a Department.
(2) Offices directly subordinate to Government.	One Peon for every 8 clerks (including Typists).	One Peon for every 15 clerks (including Typists) <i>plus</i> one Messenger Peon for each office.
(3) Other Offices	One Peon for every 8 clerks and Typists	One Peon for every 15 clerks (including Typists) or one Peon for every 3 rooms, whichever is more favourable.

Remarks.—The proposed standard is on the lines of the standard adopted by the Government of India.

(E) CLEANERS

- All Government Offices .. There is no fixed standard now. Cleaners are sanctioned on individual consideration.
- (1) Where the vehicles are garaged in one place, one whole-time cleaner for every 6 vehicles.
 - (2) When the vehicles are garaged in separate places—One part-time cleaner for each vehicle on a consolidated pay not exceeding Rs.10 per month.
 - (3) One cleaner for every vehicle for carrying goods. He will also act as a mate to the driver on the roads.

(F) PROCESS SERVERS

One Process Server for every 1,250 processes per annum.

All Government Offices (particularly Collectors and Civil Courts).

In the Collectors Process Servers are entertained according to the standard laid down in the Practice and Procedure Manual; number of processes justifying one Process Server varies from 500 to 1,000.

In the Civil Courts, Process Servers are entertained according to the standard suggested by Mr. D. N. Bagchi in his report; number of processes justifying one Process Server varies from 600 to 900.

Remarks.—Process Servers are mainly employed in the Collectors and Civil Courts. While in the former they are entertained according to the standard laid down in the Practice and Procedure Manual, in the latter they are entertained according to the standard suggested by Mr. Bagchi. These standards were fixed up long ago at a time when communications were difficult. Now that there has been much improvement in communication facilities, the standards should be revised.

TABLE II
(Chapter 62, paragraph 14.)
House Rent Allowances granted in lieu of Free quarters

Name of the department.	Designation of posts.	Amount of house- rent allowance (per month).	Remarks.
		Rs.	
Department of Health	.. Rural Medical Officers in charge of Medical Treatment Centres in Darjeeling district.	10	
	Sanitary Inspectors, Health Circles ..	20	
	Sanitary Inspectors in—		
	(a) Sader, Kalimpong and Kurseong subdivisions of the Darjeeling district.	25	
	(b) Siliguri subdivision of Darjeeling district ..	20	
	Sanitary Inspectors in districts other than Darjeeling	10	
	Health Assistants : Vaccinators ..	2	
	General Duty Attendants in Government Hospitals and Clinics.	5	
	Clerk and Interpreter, Coroner's office, Calcutta ..	30	
	Care-taker, Office of Official Receiver ..	15	
Department of Excise	.. Inspectors, Bonded Manufactories ..	48	
	Sub-Inspectors, Bonded Manufactories ..	32	
Department of Animal Husbandry and Veterinary Services.	Veterinary Inspectors, and Veterinary Assistant Surgeons in District Veterinary Offices and Hospitals.	50	
	Compounders in District Veterinary Offices and Hospitals.	20	

Peons and Sweepers in District Veterinary Offices and Hospitals.	10	
Department of Agriculture and Food Production.		
Union Agricultural Assistants : Food Production Assistants.	7	
Field-men, Agricultural Research Station	5	
Agricultural Demonstrators, Town Compost Demonstrators in the Offices of Superintendents of Agriculture.	5	
Cashier, Office of the Superintendent of Agriculture, Malda.	5	
Department of Food, Relief and Supplies (Food and Supplies).		5 per cent. of basic pay.
Area Foreman, Mechanics, Fitter, Drivers, Cleaner Mechanics, Cleaners in Motor Transport Offices in Mofussil.		
Department of Forest		
.. Assistant Curator, Eden Gardens	80	
Overseer, Eden Gardens	40	
Horticultural Officer, Lloyds Botanic Garden, Darjeeling.	40	
Overseer, Horticultural Office, Cooch Behar	40	
Department of Community Development and Extension Services.		
Gram Sevaks and Gram Sevikas, Development Blocks	5 each.	Camp allowance.
Home (Defence) Department		
.. Platoon Commanders, Section Commanders, Barbars, Dhobis, etc., in National Volunteer Force.	20	
Rakshis	5	
Department of Finance		
.. Assistant Investigator in District, State Statistical Bureau.	5	Camp allowance.
Messenger Peons, State Statistical Bureau	10	

Amount of house-rent allowance (per month).

Name of department.	West Bengal Police.						Other places.
	Calcutta Police.	In Calcutta [including Howrah (Sadar), i.e., Municipal areas of Sealdah and Alipore the area within the Jalpaiguri, Balurghat, (Sadar) i.e., the area limits of the jurisdiction of the Howrah Municipality. Calcutta Corporation.]	Rs.	Rs.	Rs.	Rs.	
Home (Police) Department—							
Deputy Superintendent of Police	50	50
Assistant Commissioner of Police ..	138
Inspector of Police ..	83	55	55	55	44	44	44
Sergeants ..	55
Sub-Inspectors ..	55	55	55	55	31	31	31
Jamaders ..	35
Assistant Sub-Inspectors ..	28 In C. I. D.	22	22	22	14	14	14
	In other Offices	20	20	20	14	14	14
Head Constables ..	12	12	12	8	12	12	8
Constables ..	8	8	8	5	8	8	5

Home (Jails) Department—

Chief Head Warders	28
Head Warders	12	12	12	8
Warders	8	8	8	5

Discipline Officers—

Unmarried	55
Married	75

TABLE III
(Chapter 62, paragraph 20.)
Rate of permanent monthly travelling allowance
(A) *Granted without special conditions*

Name of the departments.	Name of the posts.	Rates of permanent travelling allowance.	Remarks.
Education Department	District Social Education Officer, 24-Parganas	Rs. 80 per month.	
	District Inspector, Calcutta	Rs. 25 per month.	
	District Inspectors, Calcutta	Rs. 35 per month.	
	Circle Assistant, District Social Education Officer, 24-Parganas.	Rs. 40 per month.	
	Assistant Inspector, Calcutta	Rs. 20 per month.	
	Sub-Inspectors, Jalpaiguri	Rs. 20 per month.	
	District Officers, Physical Education, Calcutta and 24-Parganas.	Rs. 35 per month.	
	District Officers, Physical Education (in other Districts except Calcutta and 24-Parganas.)	Rs. 600 per annum.	
	District Organisers, Physical Education	Rs. 1,000 per annum.	
	Inspectors, State Statistical Bureau	Rs. 30 per month.	
Department of Finance			
Department of Animal Husbandry and Veterinary Services.	Glanders Inspectors	Rs. 25 per month.	
	Stock-men in Districts	Rs. 12-50P. per month.	
	Field Assistants in District	Rs. 15 per month.	

	Veterinary Assistant Blocks.	Surgeons in Development	Some on Rs.30 per month and some on Rs.15 per month.
	Peons in Development Blocks Rs.12.50nP. per month.
	Field Assistant, Veterinary Hospital, Naxulbari Rs.20 per month.
Department of Labour	.. Physical Instructor, Office of Commissioner, Darjeeling.	Assistant Labour	Rs.25 per month.
	Music Master, Office of Assistant Commissioner, Darjeeling.	Commis-	Rs.25 per month.
Department of Food, Relief and Supplies (Food and Supplies).	Inspectors (i) 93.75 nP. per month in Wet districts ; and (ii) Rs.62.50nP. per month in Dry districts.
	Sub-Inspectors Rs.18.75 nP. per month.
	Messenger Peons Rs.5 per month.
	.. Transport Inspectors (Secretariat) Rs.50 per month.
Home Department	Assistant Company Commanders Rs.40 per month.
	Platoon Commanders Rs.25 per month.
	Orderlies Rs.15 per month.
Land and Land Revenue Department	Sub-Deputy Magistrates and Sub-Deputy Collectors	(i)	Rs.93.75 nP. per month in Wet districts ; and (ii) Rs.62.50 nP. per month in Dry districts.
	Enquiry Officer of Pauper and Probate cases (held by a Sub-Deputy Magistrate and Sub-Deputy Collector).		Rs.37.50 nP. per month.

Names of the departments.	Names of the posts.	Rates of permanent travelling allowance.	Remarks.
Land and Land Revenue Department (contd.)	Revenue Officers	(i) Rs.93.75 nP. per month in Wet districts; and (ii) Rs.50 per month in Dry districts.	
	Assistant Revenue Officers	(i) Rs.37.50 nP. per month in Wet districts; and (ii) Rs.18.75 nP. per month in Dry districts.	
	Junior Land Reforms Officers	Rs.40 per month.	
	Circle Inspectors	Rs.30 per month.	
Fisheries Department	Lower Division Clerks (Circle Offices)	Rs.12.50 nP. per month.	
	Lower Division Clerks in the Office of the Land Acquisition Collector, Calcutta.	Rs.15 per month.	
	Inspector, Office of Technical Officer, Jounput, Contai	Rs.25 per month.	
	Investigator, Office of Technical Officer, Jounput, Contai.	Rs.15 per month.	
Law Department	Registrar, Office of the Chief Presidency Magistrate	Rs.37.50 nP. per month.	
	Coroner of Calcutta	Rs.30 per month.	
Public Works Department	Assistant Engineer, Diamond Harbour Subdivision	Rs.15 per month.	
	Overseer, Diamond Harbour Subdivision	Rs.15 per month.	
Agriculture and Food Department.	Jute Field-Assistants in the District of West Dinajpore	(i) Rs.15 from November to February.	
		(ii) Rs.20 from March to September.	
Jute Development Inspector, Cooch Behar		Rs.200 per annum.	

Jute Field Assistant, Midnapore ..	Rs.25 per month.
Town Compost Demonstrators (Hooghly, Nadia and 24-Parganas).	Rs.10 per month.
Market Reporter ..	Rs.10 per month.
Agricultural Demonstrators, Birbhum and Midnapore	Rs.10 per month.
.. Rural Medical Officer, Darjeeling ..	Rs.31.25nP. per month.
Sanitary Inspectors, Darjeeling (Sadar), Kalimpong and Kurseong.	Rs.31.25nP. per month.
Sanitary Inspectors, Siliguri ..	Rs.25 per month.
Sanitary Inspectors (in other places) ..	Rs.20 per month.
Health Assistant/Vaccinators ..	Rs.5 per month.
Health Visitor, Office of Assistant Director, Leprosy and Social Hygiene.	Rs.10 per month.
Medicine Carrier, Office of Assistant Director, Leprosy and Social Hygiene.	Rs.5 per month.
Lady Health Visitor, Office of District Medical Officer, Midnapore	Rs.30 per month.
Midwife, Office of District Medical Officer, Midnapore	Rs.15 per month.
Social Worker, Office of Subdivisional Medical Officer, Bongaon.	Rs.15 per month.
Peon, Office of the Subdivisional Medical Officer, Bongaon.	Rs.5 per month.
Medical Officers, Thana and Union Health Centres ..	Rs.7.50 nP. per month.
Health Assistants, Thana and Union Health Centres.	Rs.7.50 nP. per month.
Lady Health Visitors, Thana and Union Health Centres.	Rs.30 per month.
Social Workers, Thana and Union Health Centres ..	Rs.15 per month.
Medical Officers, Thana and Union Health Centres Cooch Behar.	Rs.31.25 nP. per month.

Health Department

Summary of Recommendations

✓ SUMMARY OF RECOMMENDATIONS

Part I—General

(Chapters 1 to 7.)

1. Students are appearing in the School Final Examination in ever increasing numbers but the result is an increase mainly in the number of "failed" candidates and slightly in the number of Third Division candidates with a sharp fall in the number of First Division candidates. It is difficult to find an easy explanation of this. We are here not concerned with the educational aspect of the problem. But its impact on the administrative machinery, with which we are directly concerned, is quite serious. The position has got to be rectified if execution of plans is not to be handicapped or impeded for lack of qualified personnel. We suggest that the matter is important enough for Government to undertake a full investigation into it. (Chapter 3, para. 8.)

2. The strictest co-ordination in the matter of recruitment of personnel and pay fixation among all the Departments of Government is essential (Chapter 3, para. 9.)

3. The minimum qualifications prescribed for posts and services should be revised strictly with reference to the duties of the posts to the exclusion of any extraneous consideration. (Chapter 3, para. 11.)

4. Isolated posts should be avoided. Posts of similar nature, irrespective of the Department to which they belong, should be brought on one cadre. (Chapter 3, para. 12.)

5. Cadres of basic services like the Administrative, Engineering, Health or Educational Services should be expanded not merely with an eye to the present requirement but with some foresigh. (Chapter 3, para. 13.)

6. Personnel Planning should be regarded as an integral part of planning and should receive more attention than it so far has. (Chapter 3, para. 13.)

7. In 1939 the ratio of average emoluments between the lowest paid and the highest paid Government servants was 1 : 192. If our recommendations are implemented, this ratio will improve to 1 : 28, and to 1 : 25, if the "take-home" pay is taken into consideration. (Chapter 3, para. 19.)

8. Too many pay scales complicate the organisation to the detriment of its effectiveness. The number has been reduced from about 143 to 32. (Chapter 3, para. 20.)

9. Unnecessary inequality should be eliminated. (Chapter 3, para. 21.)

10. The pay scales of Lower Division Clerks working in the Secretariat, Directorates and Regional Offices have been equalised. (Chapter 3, para. 23.)

11. The structure and strength of cadres in each line should be based on the nature and requirement of the work. (Chapter 3, para. 26.)

12. A selection grade becomes necessary where there are no promotion posts or the chances of promotion are negligible. Where there is a reasonable number of promotion posts, a selection grade is unnecessary. As provision of promotion posts is better than provision of selection grade, the former course has been preferred. (Chapter 3, para. 27.)

13. The efficiency bar should be enforced promptly and without hesitation where necessary. Its good feature is that the Officer against whom the bar is enforced gets not only a warning but an opportunity to correct himself. (Chapter 3, para. 28.)

14. *Higher initial pay.*—In the higher posts, e.g., in Class I posts there may arise some need for offering higher initial pay to direct recruits; such persons are better appointed on contract. But if it be considered necessary to take them in the regular cadre, higher initial pay should be given on the basis of qualification including experience acquired outside Government service and not on the basis of age. The number of increments to be offered above the minimum in such cases should not ordinarily exceed 5. (Chapter 3, para. 29.)

15. Isolated posts like Commercial Accountants, Librarians, etc., should be organised into regular cadres with opportunities of promotion. (Chapter 3, para. 30.)

16. The annual extra cost involved in the recommendations is—

				Crores.
Ultimate	5
For the first year only	2.69

(Chapter 3, para. 32.)

17. The present classification of service into "Superior" and "Inferior" should be replaced by four classes (Class I—IV) on the basis of the maximum of the new pay scales. (Chapter 3, para. 35.)

Compensatory Allowance

18. The cost of living is now almost the same throughout the State. Compensatory Allowances for Expensiveness of Living should therefore be discontinued and uniform scales of basic pay prescribed for all Government servants of the same class, irrespective of the localities in which they may be working. The interest of the existing incumbents drawing the Compensatory Allowance should be protected.

Government servants on pay up to Rs.400 per month employed in the Hill areas of Darjeeling district should be paid a "Winter Allowance." (Chapter 4, para. 3: also read para. 3 of Chapter 6.)

19. Duars and Terai areas are no longer unhealthy. Allowances for unhealthiness of localities in the Duars and Terai areas should therefore be withdrawn, the interest of the existing incumbents drawing the allowance being protected. (Chapter 4, para. 5.)

20. The existing House-Rent Allowance order which applies to Government servants serving Calcutta should be extended to those serving in areas within the limits of the jurisdiction of the Howrah Municipality. The House-Rent Allowance of Government servants in inferior service should be raised from Rs.4 to Rs.5 per month. (Chapter 4, para. 8.)

Dearness Allowance

21. Dearness Allowance or any part of it should not be retained as a separate component of remuneration. Government servants drawing Dearness Allowance (and the Cash Allowance, if any, in lieu of subsidised food), should be divided into two groups. For those drawing pay above Rs.1,100 or where the aggregate of the pay and the Dearness Allowance exceeds Rs.1,100, there should be no Dearness Allowance beyond Rs.1,100, it being completely withdrawn in three years; for others, the Dearness Allowance and the Cash Allowance, if any, in lieu of subsidised food should be fully absorbed in pay. (Chapter 5, paras. 4 to 6.)

Fixation of pay in the new scales

22. Point-to-point fixation of pay would give rise to numerous anomalies and inequities and in some cases even to a reduction of pay. Further, this principle will operate against the good men who have been promoted from scale to scale. Fixation on point-to-point basis is not thus recommended.

Fixation of initial pay in the new scale at the next higher stage subject to certain specified conditions is recommended. A minimum increase of Rs.6 per month is ensured to the lower paid Government servants. (Chapter 6, paras. 2 and 3.)

23. Every one in service on the date immediately preceding the date introduction of the new scale may exercise option, by a specified date, to remain on the present scale of pay. The revised scales should apply to every one who does not exercise such option. (Chapter 6, para. 4.)

24. Future recruits should draw pay in the new scales (without any Dearness Allowance). The amount of Dearness Allowance drawn by officers on pay above Rs.1,100 or where pay and Dearness Allowance taken together exceed Rs.1,100 should, with effect from the 1st day of the month following the date of introduction of new scales, be withdrawn by stages as shown below:

1st year	1/3rd.
2nd year	1/3rd.
3rd year	Balance.

As to Government servants whose remuneration (inclusive of Dearness Allowance) is Rs.1,100 and below, electing to remain on the present emoluments, their existing rates of Dearness Allowance should continue provided that the aggregate of the pay and the Dearness Allowance should not exceed Rs.1,100. They should also continue to draw Cash Allowance in lieu of the subsidised food, where admissible at the existing rates. (Chapter 6, para. 5.)

25. Date of effect of the revised rates of pay should be 1-4-61. (Chapter 6, para. 6.)

Amenities

26. *Medical Facilities.*—Immediate provision of facilities both for (1) domiciliary and Out-Patient Department treatment, and (2) hospitalisation, whenever necessary (including maternity cases) is recommended. The requisite number of clinics with adequate number of Medical Officers should be set up in the different parts of Calcutta for carrying out the necessary domiciliary and Out-Patient Department treatment of Government servants. For the purpose of hospitalisation, 500 beds for Government servants or their families in Calcutta (with about 200 extra beds for patients sent from outlying areas for specialist treatment) should be set up in or around Calcutta in one separate hospital or more. Government servants in other areas should have the same facilities through the existing Government hospitals, Health Centres or Clinics. Levy of certain charges on Government servants as "Compulsory Contribution" is suggested. The cost to Government is Rs.7.37 nP. per month for each Government servant. (Chapter 7, paras. 1 to 6.)

27. *Educational Facilities.*—It is neither desirable nor practicable to organise special educational facilities for children of Government servants. Mid-session transfers of Government servants should be avoided as far as practicable. (Chapter 7, para. 7.)

28. *Housing Facilities.*—In order to reduce pressure on residential accommodation, Government should undertake an intensive house-building programme either directly or through private enterprise. Some Government offices in Calcutta and other congested towns should be shifted to less congested areas. (Chapter 7, para. 8; also read Chapter 4, para. 8.)

29. *Travel Concessions.*—Government servants posted in areas at a distance of 250 miles or above from Calcutta, should, while enjoying leave on average pay at places outside their headquarters, be allowed for journeys out and back from the places of their work, actual railway fare of the class to which they are entitled for self and the family subject to a certain maximum. (Chapter 7, para. 9.)

30. *Canteen Facilities.*—Free accommodation may be provided, where possible, for canteens to be run on co-operative basis by the staff themselves (Chapter 7, para. 10.)

31. *Miscellaneous Amenities.*—Promotion of Co-operative Societies, promotion of cultural and recreation activities, etc., are suggested. (Chapter 7, para. 11.)

**Parts II and III—Services and Posts—(a) Common to many departments
and (b) Special to departments**

(Chapters 8 to 61.)

1. The following typical scales are recommended to cover the entire field of the General Clerical staff and the Manual workers:—

			Rs.		
(a) General Clerical Staff--					
Lower Grade	125 3-140 4-200. 100 3-136 4-140.	
Upper Grade	225 10 325 15-475. 200 10 400. 200 10-300.	
Supervisory Grades	250 15 400. 300 20 400-25-450. 350 25 525. 500 25 550 30-700.	
Miscellaneous Clerks in the Confidential branches of the Police Establishment.				175-7-245-8-325. 350 25 525. 225 10-325-15-475. 125 3-140-4-200.	
(b) Manual Workers					
	60 1/2 65-1-75. 65 1-85. 80 1-85-2-105. 100 3 136 4-140. 110-4-170. 140 5-210. 200 10-300.	

For other Services and Posts, the scale suggested in addition to those stated above, are—

Rs.	
1,800	100-2,000.
1,500	60-1,800.
1,300	60-1,600.
1,100	60-1,400.
700	50-1,250.
400	40-1,000-50-1,250.
325	30-475-35-1,000.
650	25-900.
300	30-900.
300	20-500-25-750.
275	15-350-20-650.
400	25-450-30-600.
250	15-550.
150	5-250.
65	3-80-4-140.
95	1-100-2-120.
70	1-80-2-100.

Special pays in different departments and offices have also been reviewed and necessary comments made.

2. Some other important points discussed in Parts II and III are as follows:—

(a) Part II

- (1) Isolated posts of Chartered Accountants, Commercial Accountants, etc., should be organised in a State Audit and Accounts Service to be operated centrally under the Finance Department. (Chapter 8, paras. 2 and 12.)
- (2) Caretakers of Government Buildings should be brought on one cadre with two grades—the Upper Grade being made applicable to the Caretakers in Writers' Buildings and the New Secretariat and the Lower Grade to those employed elsewhere. It should also be considered if on the retirement of the existing incumbents, the two posts on the Upper Grade may not be brought on to the Overseers' cadre and the posts on the Lower Grade in the cadre of Sub-Overseers or Works Assistants. (Chapter 11, para. 3.)

- (3) Cashier or Assistant Cashiers on Lower Grade scales of pay should not be allowed any special pay.

Security money may altogether be dispensed with where the money handled does not exceed Rs.500; where the security exceeds this sum but does not exceed, say Rs.2,000, the officer concerned may be given option of paying it in small and easy instalments or the alternative option of a Fidelity Insurance Policy. (Chapter 12, para. 5.)

- (4) The proportion of direct recruitment to Upper Division posts in the Secretariat should not fall below 50 per cent.

A minimum period of service in the Lower Division should be required as a condition of eligibility for promotion to the Upper Division, and where adequate number of men with sufficient experience in Lower Division is not forthcoming, the deficiency should be thrown open to direct recruitment. [Chapter 13, para. 12(i).]

- (5) Lower Division Clerks in the Secretariat should not be allowed pay at the 5th stage of the time scale on substantive promotion to the Upper Division and at the 3rd stage when promoted to officiate in the Upper Division. [Chapter 13, para. 12(ii).]

- (6) Lower Division Clerks in the Office of Inspector-General of Police should not be given pay at the 3rd stage of the time scale when promoted to the Upper Division, either on a substantive or on an officiating basis. (Chapter 13, para. 14.)

- (7) Supervisory clerical posts on grade pay plus special pay may be appropriate in a small office or in cases where it is necessary to give some relief to a Head Clerk by having one or more Sub-Heads to assist him. But if the duties are fully supervisory, full time Head Clerks are necessary. (Chapter 13, para. 22.)

- (8) In view of the growing volume of work, the works done in the Department of Public Works, Housing and in the Roads and Construction Branches of the Development Department may not be combined under one Headship. (Chapter 14, para. 2.)

- (9) In view of the highly increased prospect of promotion as a direct result of the Five-Year Plans, there is no necessity at present to retain a Selection Grade in the cadre of Assistant Engineers. (Chapter 14, para. 6.)

- (10) Higher initial pay to Assistant Engineers securing 66 per cent. or above of the total marks in the recruitment examination should not be allowed. (Chapter 14, para. 8.)
- (11) The cadres of Engineering staff in the Construction Board Branch of the Development Department should be merged into the joint cadres now maintained in the Department of Public Works. [Chapter 14, para. 10(i).]
- (12) Two separate services known as the State Service of Public Health Engineers and Senior Service of Public Health Engineers should be constituted in the Department of Health to include the Engineering posts in the office of the Chief Engineer, Public Health Engineering. [Chapter 14, para. 10(ii).]
- (13) The rules for recruitment to the different Engineering posts in the different offices should be revised on the model of the recruitment rules prevailing in the Department of Public Works. (Chapter 14, para. 10.)
- (14) Posts of Engineers in Non-Engineering Departments should be filled up by deputation of officers from the Department of Public Works or the Department of Irrigation and Waterways as the case may be, the cadres of the respective departments being suitably augmented, if necessary. (Chapter 14, para. 12.)
- (15) The age limits in the posts of Inspectors of Boilers, Inspectors of Factories and Inspectors, Smoke Nuisances should not exceed 30 years. No higher initial pay on recruitment should be paid in any of the said posts. [Chapter 14, para. 21(d).]
- (16) Architects should be recruited young like Assistant Engineers. One or two years' experience against the age limit of 40 years in the existing recruitment rules is anomalous. (Chapter 14, para. 30.)
- (17) When the nature of duties and responsibilities requires that the Librarians should be professionally qualified, the qualification should be insisted upon in filling up the posts. (Chapter 15, para. 2.)
- (18) On the basis of the data of wages paid under the Minimum Wages Act and wages fixed in the awards of Industrial Tribunals in recent years, and also in view of the rise in the cost of living, the existing lowest scale 20—25 is proposed to be raised to 60—75 (without dearness allowance). (Chapter 16, para. 5.)
- (19) The existing strength of inferior Government servants should be reviewed on the basis of the standard which we have proposed in Chapter 62, and a programme of reduction carried out by a ban on new recruitment and gradual absorption of surplus personnel in vacancies arising in Districts or elsewhere. (Chapter 16, para. 6.)
- (20) A common designation like "Attendants" be introduced for Peons, Messengers, Servants, etc. (Chapter 16, para. 7.)
- (21) A Government order should issue restricting the pay scales of Higher Grade posts in Contingent Establishment to what is allowed in corresponding posts in the Regular Establishment. (Chapter 16, para. 10.)

- (22) The remuneration of Boy Mazdoors in Chinchona Plantation should be at par with the daily wage rates of Boy Mazdoors prevalent in the locality. (Chapter 16, para. 11.)
- (23) There should be a ceiling on the expenditure for Work-charged staff* in relation to the total expenditure on "Works."
- Similarly, Contingent expenditure should be restricted to a certain percentage of the total budget. (Chapter 16, para. 13.)
- (24) Departmental compilation of statistical data may continue, but higher statistical work should be centralised.
- All statistical workers in the State (i.e., Gazetted) Services should belong to one cadre from which they should be deputed to the different departments (Chapter 19, paras. 3, 4 and 11.)
- (25) The annual publication by the State Statistical Bureau showing the number of employees under Government, etc., should show separately—(a) number of permanent and temporary employees on different time scales, (b) employees appointed on contract on different time scales, (c) number of part-time, piece-rate, contingent and work-charged staff with their emoluments, and (d) the break-up of the special pays and allowances attached to different services or posts. (Chapter 19, para. 12.)
- (26) Temporary Stenographers in the Secretariat or outside it should be eligible for permanent absorption if they have passed the Proficiency test on 3 consecutive or on 4 out of 6 preceding occasions. (Chapter 20, paras. 7 and 8.)
- (27) Both the Efficiency and Proficiency tests should remain. In the case of temporary Stenographers absorbed permanently, the period of appearing in the Proficiency Test for the first 10 years of their permanent service, should be reduced by the period of continuous temporary service, if any. (Chapter 20, para. 9.)
- (28) The Bengali Stenographer in the office of Director of Agriculture should be required to sit for the Proficiency Test Examination for drawing his increments. (Chapter 20, para. 13.)
- (29) Recruitment rules for the Stenographers in the Confidential Section of the Police Establishment should be framed on the same lines as for the other Stenographers. (Chapter 20, para. 14.)
- The Shorthand Allowance for Lower Division Clerks in the Regional Offices should be raised to Rs.25 per month. (Chapter 20, para. 15.)
- (30) The proposal that the scale of pay of the Stenographers should depend on the status of the officers to whom they are attached is not supported. (Chapter 20, para. 16.)
- (31) Assembly Reporters should be recruited from the Secretariat Stenographers or from the Public Reporters. If adequate number of qualified candidates is not available, direct recruitment may be made.
- Public Reporters or Secretariat Stenographers, when appointed as Assembly Reporters, should draw, over their grade pay, a special pay of Rs.75-5-125. (Chapter 20, para. 22.)

(32) Recruitment to the posts of Stenographers in the High Court should be made open to Secretariat Stenographers and Public Reporters. (Chapter 20, para. 23.)

(33) In calculating Grade I posts in the cadre of Typists, both permanent and temporary posts should be taken into account, a reasonable percentage being sanctioned on temporary basis for future adjustment, if necessary.

Appointment to Grade I posts of Typists should be made from a panel of qualified Typists to be prepared each year on the results of a competitive examination to be held by the Public Service Commission. (Chapter 24, para. 6.)

(b) Part III

(34) The pay scale of Higher Judicial Service should correspond to the Indian Administrative Service scale of pay.

Grant of higher initial pay to candidates directly recruited to the Higher Judicial Service should be restricted to a maximum of 5 advance increments. For promotees to the Higher Judicial Service, the formula which is applicable to promotees to the Indian Administrative Service should apply. (Chapter 25, para. 4.)

(35) Two separate services should be constituted for the Munsiffs and the Sub-Judges on different scales of pay. (Chapter 25, para. 5.)

(36) The question of pay scale of the Tank Improvement Officers or the need for retaining the posts should be considered by Government. (Chapter 26, para. 2.)

(37) Higher initial pay to candidates directly recruited to the Higher Agricultural Service should be restricted to a maximum of 5 advance increments on the basis of every year of specialised Post-Graduate Training or experience before appointment.

The promotees should draw pay under the normal rules. (Chapter 26, para. 7.)

(38) The duties of Joint Directors and Deputy Directors being broadly similar, no special pay to Joint Directors in the Higher Agricultural Service should be given. Their designation may be changed to that of Deputy Directors. [Chapter 26, para. 8, Item (i).]

(39) The post of Joint Registrar in the office of the Registrar, Co-operative Societies should be replaced by a post of Deputy Registrar on the grade pay in the State Service plus a special pay of Rs.100 per month. (Chapter 31, para. 9.)

(40) Higher initial pay to the teaching staff in Government Colleges should be granted on grounds of merit and comparable experience in teaching and not merely on age basis. The maximum number of advance increments that may be granted, should not exceed 5.

The pay of the promotees should be fixed under the normal rules [Chapter 32, para. 3(i).]

(41) The inequality in the pay scales of the men and women teachers in Victoria Boys' and Dow Hill Girls' Schools has been removed. [Chapter 32, para. 3(10).]

- (42) Government should go into the staff requirements of the Estate Acquisition Organisation.

The existing system of paying the Tahsildars in the Estate Acquisition Organisation a fixed pay plus commission on collection should continue. (Chapter 33, para. 2.)

- (43) The existing strength of the Settlement staff should be reviewed and steps taken to absorb as many of them as possible permanently within the department itself or outside it. (Chapter 33, para. 7.)
- (44) The promotion quota in the cadre of the Senior and Junior Excise Services should be calculated on the basis of the cadre and not of vacancies. (Chapter 34, para. 4.)
- (45) Appointment to the operational posts in the West Bengal Fire Service, should be made wholly by promotion. (Chapter 35, para. 3.)
- (46) The Inspectorate staff in the Department of Food, Relief and Supplies (Food and Supplies) should be reorganised in a three-tier-hierarchy of Chief Inspectors, Inspectors and Sub-Inspectors in the proportion of 1:2:8. (Chapter 37, para. 4.)
- (47) One of the Assistant Chemical Examiners in the Forensic Science Laboratory is required to possess a M.B.B.S. degree with Chemistry in B.Sc. It should be changed to that of Master's degree in Physiology with Chemistry as one of the subjects in B.Sc. (Chapter 39, para. 3.)
- (48) The question of constituting, in the Department of Forests, a new service known as the "West Bengal Forest Services" intermediate between the Senior and the Junior Forest Services may be considered by Government. (Chapter 40, para. 3.)
- (49) The Department of Land and Land Revenue should be abolished, its duty being transferred to the Board of Revenue. (Chapter 42, para. 4.)
- (50) The two services—West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service cannot be amalgamated.
- Direct recruitment to the West Bengal Civil Service (Executive) should continue. (Chapter 42, para. 11.)
- (51) In the West Bengal Civil Service (Executive) and in the West Bengal Junior Civil Service Selection Grade posts should be abolished. (Chapter 42, para. 12.)
- (52) The Sub-Magistrates and Sub-Collectors may be given the pay scale of the West Bengal Civil Service and merged in the cadre of the said Service. (Chapter 42, para. 14.)
- (53) Higher initial pay to Specialists in the West Bengal Health Service on the basis of "ante-dates" be restricted to 5 advance increments.
- Pensionary benefits on the basis of "ante-dates" should also be subjected to a maximum of 5 years for officers recruited before 1st January, 1963. [Chapter 43, para. 2(3).]

(54) The administrative pay should not be admissible to Medical Officers other than—

- (a) Director of Health Services;
- (b) Principals of Medical Colleges; and
- (c) Superintendents or Heads of large hospitals or institutions.

The non-practising system should continue and the few exceptions now existing should be done away with. If, however, the exceptions are to remain for a while, the rules should be issued.

Government should consider if the selection grade or the special selection grade may not be attached to posts (instead of to persons). [Chapter 43, para. 2(4).]

- (55) Nurses in Departments (other than in the Department of Health) should be included in the Nursing Cadre of the Department of Health. (Chapter 43, para. 9.)
- (56) The Plague Control staff should be abolished. (Chapter 43, para. 10.)
- (57) The Directorate of Industries should be organised on a sound footing. (Chapter 44, para. 1.)
- (58) Government should consider if the Epidemic Control work among the horses may not be taken over by the Epidemic Control Staff in the Department of Veterinary Services and the special staff disbanded. [Chapter 50, para. 8(e).]
- (59) The provisions of the Factories Act should be followed in paying overtime to Press staff under Government. (Chapter 51, para. 11.)
- (60) The Alipore Government Press should work double shifts immediately and three shifts as the Third Five-Year Plan makes progress. (Chapter 51, para. 12.)
- (61) Working hours in the Government Press at Alipore should be raised from 40 to 44 hours per week. (Chapter 51, para. 13.)
- (62) A minimum standard of outturn of work both during the normal working hours and during the overtime periods should be fixed for as many categories of workmen in the Government Press as possible.
Government should consider if the old system of paying by results cannot be restored for the new recruits. (Chapter 51, para. 14.)
- (63) The allowance at 10 per cent. of basic pay paid to the staff in the Central Jail Press, Alipore, be withdrawn. (Chapter 51, para. 15.)
- (64) The Confidential Allowances in the Special Section of the Government Press, Alipore, be reviewed and uniform rates fixed. (Chapter 51, para. 16.)
- (65) The Inspectors of Amusement Tax under the Collector of Calcutta should be included in the cadre of the Inspectors, Commercial Taxes and vacancies filled up by deputation from the said cadre. (Chapter 56, para. 6.)
- (66) The post of Director, Tribal Welfare, should be included in the cadre of the West Bengal Civil Service (Executive), deputation from the Indian Administrative Service being unnecessary. (Chapter 58, para. 5.)

Part IV—Economy

Field Officers are generally junior and require guidance from their superior officers. Importance should thus be placed on regular inspection and guidance of the junior officers by the local seniors. (Chapter 62, para. 3.)

2. The organisations of the different departments should be so designed that there may not be excessive centralisation or confusion of the line of responsibility. (Chapter 62, para. 4.)

3. The nature of clerical work in Government Offices particularly at the Secretariat level is now much simpler than before. The prevailing yardsticks for determining the clerical strength require revision in the light of the changed conditions. (Chapter 62, paras. 6 to 9.)

4. There should be as many Peons and Orderlies as are strictly necessary for the work. Revision of yardstick for determining Peons and Orderlies is necessary. (Chapter 62, para. 10.)

5. There are at present a good system of Roads and quick means for communication. Many yardsticks may require revision in the light of the changed conditions.

Revised yardsticks have been proposed for certain categories of staff, viz., (1) the Clerical staff in the Secretariat and in the offices directly subordinate to it, (2) Stenographers, (3) Jamadars, Peons and Orderlies, (4) Process Servers and (5) Cleavers in Government Vehicles. Others should be considered by Government. (Chapter 62, paras. 11 and 12, and Table 1.)

6. Rent-free quarters for house-rent allowance in lieu thereof should be allowed to such staff as are required to live in or close to an institution in order that they may be available at any time of the day or night or whose duties compel them to live in a particular locality in which they would not voluntarily choose to reside. (Chapter 62, para. 13.)

7. Several house-rent allowances granted in lieu of free quarters have been examined and comments made on them. For the others, Government should obtain complete list and examine each case on merit. (Chapter 62, para. 14.)

8. Hiring of quarters for the subordinate rank of the Police Force by the Inspector-General of Police and the Commissioner of Police, Calcutta, and to pay full rents for them should continue for so long as the housing problem remains acute. (Chapter 62, para. 15.)

9. Government should examine whether Government servants drawing house-rent allowance in lieu of rent-free quarters have been actually living within $\frac{1}{4}$ th mile of the place of work and whether it is really necessary so to require them in the interest of the work. (Chapter 62, para. 16.)

10. Payment of occupier's share of local municipal taxes and the cost of the electric currents consumed for domestic purposes by Government should be withdrawn unless there are compelling reasons for their continuance. (Chapter 62, para. 17.)

11. For the purposes of the Travelling Allowance Rules, Officers should be classed in the 2nd Grade when their pay per month is Rs.250 or above but not above Rs.750. (Chapter 62, para. 19.)

12. A detailed examination of the list of permanent Travelling Allowances should be made. (Chapter 62, para. 20.)

13. Headquarters of Government officers with their jurisdiction outside Calcutta and also of officers who have their main work in rural areas should be shifted outside Calcutta. (Chapter 62, para. 21.)

14. The number of transfers—both of Gazetted and non-Gazetted Officers, should be reduced to a minimum. (Chapter 62, para. 22.)

15. The Sundarbans Allowance of the Excise staff should continue. (Chapter 62, para. 23.)

16. The commission paid to the staff in the Jails Depot should be withdrawn. [Chapter 62, para. 5, item (i).]

17. All the Sales Emporia are working at a loss. Government should consider if the commission to the Sales Assistants should continue. (Chapter 62, para. 25, item 2.)

B. DASGUPTA

Chairman.

N. K. SIDHANTA

D. GHOSH

Members.

P. BANERJEE

Secretary.

CALCUTTA:

The 4th August 1961.

Appendices

APPENDIX A

FINANCE DEPARTMENT

Audit

RESOLUTION

No. 3938F./F4A-41/59.—17th November 1959.—The Governor has been pleased to set up a Pay Committee composed of the following:—

- (1) Shri B. B. Dasgupta, Chairman, Public Service Commission, West Bengal—*Chairman*.
- (2) Dr. N. K. Sidhanta, Vice-Chancellor, Calcutta University—*Member*.
- (3) Prof. D. Ghosh, Chairman, Programme Evaluation Board, Planning Commission, New Delhi—*Member*.
- (4) Shri P. Banerjee, Special Officer and Deputy Secretary, Finance Department—*Secretary*.

2. The terms of reference of the Committee will be as follows:—

- (a) To examine the principles which should govern the structure of emoluments of all employees under the rule-making control of the State of West Bengal;
- (b) To consider and recommend what changes in the emoluments of different classes of such employees are desirable and feasible, keeping in mind the availability of various categories of employees and the other factors mentioned in item (d) below;
- (c) To recommend in particular the extent to which benefits may be given to such employees in the shape of amenities and facilities, such as education of dependents, housing and medical treatment;
- (d) In making their recommendations, the Committee should take into account the present finances of the State Government, the prevailing economic conditions, the implications and requirements of development planning and the effect which their recommendations are likely to have on the size and orderly execution of the Five-Year Plans of the State Government; and
- (e) To make an estimate of the likely cost of implementing their recommendations and to explore the possibility of meeting a proportion of these costs by effecting economies in Government expenditure without impairing efficiency, e.g., by avoiding over-staffing and by suggesting reorganisation where over-lapping of functions and duplication of duties occur.

3. The Committee will devise their own procedure and may call for such information and take such evidence as they may consider necessary. Administrative Departments of Government and offices subordinate to them will furnish such information and documents and other assistance as may be required by the Committee. Government trust that recognised service associations and others concerned will also extend to the Committee their co-operation and assistance.

4. The Committee is requested to make their recommendations to Government as soon as practicable.

ORDER

ORDERED that the resolution be communicated to all Administrative Departments of Government and to all offices subordinate to them.

ORDERED also that the resolution be published in the *Calcutta Gazette*.

By order of the Governor,

H. N. RAY,

Secy. to the Govt. of West Bengal.

APPENDIX B

QUESTIONNAIRE

- N.B.*—(1) It is not necessary that all the questions should be answered by each addressee. He may answer only those with which he is concerned or in which he is interested.
- (2) Replies of Government departments or offices may be confined to their own departments or offices, unless otherwise stated in the questionnaire.
- (3) It will appear from the context that some of the questions are meant for Government departments. Others may not attempt answering them.

SECTION I.—GENERAL CONSIDERATIONS

(a) Comparison between the State sector and the Private sector

1. Do you think that the structure and scale of emoluments in the State services should be similar to or different from the structure and scale of remuneration in the private sector? Please give reasons for your answer. In this connection, would you draw a distinction between the industrial and commercial departments of the Government on the one hand and the non-industrial and non-commercial departments on the other?

2. Do you think that the earnings of self-employed persons and others engaged in agriculture and allied occupations are any guide in fixing the rates of remuneration of Government servants? Please give reasons for your answer.

(b) Comparison between State Services and Central Services

3. Do you think that the structure and scale of remuneration in the State services should be different from the structure and scale of remuneration in the Central Services? If so, why? If not, why not?

(c) Comparison between State Services in West Bengal and services in the other States or under Local Bodies in West Bengal

4. Do you consider that the structure and scale of remuneration in the State Services should have parity with the structure and scale of remuneration in the other States or under Local Bodies in West Bengal? If so, why so? If not, why not?

(d) Social ideals

5. Should pay in Government offices be fixed wholly in accordance with some social ideals or should they be fixed wholly on the principles of supply and demand? Or, should a compromise between the two principles be adopted? If so, in what manner? What are the social ideals which you should consider for this purpose? Or, would you prefer a wholly pragmatic approach instead of a deductive one derived from some principles or ideals? If you prefer the former kind of approach, what should, in your opinion, be the general considerations in each case?

6. Should an attempt be made to remould the structure of emoluments with a view to reduce economic inequalities or should emoluments be fixed within the existing socio-economic framework, and that attempts to remedy social inequalities should be made directly by the State by measures such as taxation?

(e) Minimum and maximum

7. What is your idea of the minimum remuneration in Government service? Should there be a maximum pay in Government service? If so, what is your idea of such maximum pay? Should the maximum and the minimum pay have any relation to the per capita income in the country at any time or should they be fixed for all times without reference to the level of prices?

(f) Economic factors

(i) *Inflation and emoluments*

8. Should emoluments of Government servant rise with the rise in the cost of living index? If so, should there be a minimum rise in price before the question of revision of emolument should be taken up? If so, what should be the minimum? Should full adjustment be allowed in all categories of remuneration, howsoever, high? If not, to what extent should such adjustment be allowed in different categories of pay? Should there be any level above which no such adjustment will be allowed? What should be the mechanism of such adjustment?

9. Having regard to recent movements of prices and economic trends generally, what should be the cost of living level, with reference to which the basic salaries should now be fixed?

10. What is the effect of pay rises, in conditions of inflationary pressure, on the price trends? Would they, in present-day conditions, accentuate the inflationary pressure? What measures would you suggest for counteracting this effect? Do you consider that compulsory contribution to General Provident Fund, compulsory purchase of Life Insurance Policies or of National Savings Certificates may help in checking the inflationary tendencies? Would you recommend introduction of such compulsion among all categories of Government servants?

(ii) *Development Plans and emoluments*

11. What do you think will be the effect of pay rise, if any, on the Five-Year Plans? Would it increase the cost of the Plans and reduce employment opportunities?

12. What proportion of the total development expenditure should, in your opinion, be expended on the pay and allowances of Government servants engaged in the execution and supervision, etc., of those Plans?

13. Some countries with a view to accelerating the pace of economic development have held down pay scales, while insisting upon long working hours. How far do you think can a policy of this type be adopted in this State?

SECTION II.—STRUCTURE AND CLASSIFICATION

(a) Classification

14. How many scales should be there in the State services and what should be their inter-relation? What in your opinion should be the grounds for differentiating between one scale and another?

15. What is your opinion about the present relative scales for administrative and professional cadres? What is your opinion about the present classification of executive and professional grades in Government service generally into two or three categories as at present, viz., a Higher State Service, a State Service and a Junior State Service? Do you think any change is necessary? (Give reasons for your answer.)

16. Do you support the present classification of clerical grades according to the double principle, viz., first, Secretariat, Directorate and Regional and secondly, Lower Division, Upper Division and Head Assistants? If not, what alternative classification or classifications would you suggest?

(b) Time-scale and piece-rates

17. What is your experience of the results of the working of time-scales? Do they secure adequate reward for merit and provide incentive for efficiency?

18. In the 1950 pay revision the number of time-scales was reduced. But it appears that it has again begun to increase. What do you think of the reasons for such increase? Do you consider the increase justifiable? Is any reduction in the number of time-scales possible? If so, give reasons.

19. What do you think should be the length of time-scales? Do you think that short scales are better than long scales? Are the present lengths satisfactory in every case? Should long scales be split up into two or more short scales so that the opportunity to pass on from one scale to the next higher may provide incentive for good work?

20. What do you think of the system of paying workers by piece-rates? Does it increase efficiency and also help workers to earn more? What scope there is for the use of payment by results in administration?

21. Are you aware of the system known as "Stakhanovite" in some countries? Do you support its introduction in Government work in this State?

(c) Components of emoluments

22. Should emoluments consist of basic pay only or should it be made up of various components, e.g., basic pay, special pay, dearness allowance, house-rent allowance, compensatory allowance, etc., through which local and periodic adjustment can be applied?

23. If you think that some at least of these different components of the remuneration should be merged in the basic pay, which of them do you think should be so merged and to what extent?

24. Give a list of the posts to which special pays are attached in the pro forma given in Appendix I. Do you suggest abolition or reduction of all or any of the special pays? If so, give suggestions.

25. Give a list of the posts to which compensatory allowance for expensiveness of living is attached in the pro forma given in Appendix II.

Under the present system, (i) clerical staff, whose pay-scales have been fixed on a Statewide basis (such as district office clerks, etc.), (ii) Assistant

Sub-Inspectors, constables, etc., in the subordinate rank of the Police Force, and (iii) Jail Warders (including Head Warders, etc.) in the Jails and Sub-Jails are allowed an expensiveness of living allowance, when posted in—

- (1) Calcutta (i.e., the area within the limits of the jurisdiction of the Calcutta Corporation, including the areas which were previously under the now defunct Tollygunge Municipality).
- (2) Howrah Sadar (i.e., the area within the limits of the jurisdiction of the Howrah Municipality).
- (3) Darjeeling district.
- (4) Areas with the municipal limits of Balurghat, Jalpaiguri, Cooch Behar, Mokligunge, Tufangunge, Dinhatta and Mathabhanga.

Lowest grade inferior staff (i.e., peons, etc.) are also allowed a compensatory allowance for expensiveness of living at Rs.2 each per month when posted in the above areas. Non-clerical staff in superior service who are liable to transfer in the normal course of their service are also allowed, while serving in the Darjeeling district, a compensatory allowance for expensiveness of living. Do you consider that the present system of paying compensatory allowance for expensiveness of living only to certain categories of staff in specified areas should continue? If not, what adjustment would you suggest and why?

26. Do you think that current differences in regional cost of living are sufficient to justify regional differences in the scale of emoluments within the State? Have you any suggestion to make in this matter?

27. Have you any grounds for suggesting that there should be difference in the scale of remuneration between those employed in cities and those employed in rural areas?

28. Give a list of the posts to which allowances for unhealthiness of locality are attached in the pro forma given in Appendix III. Do you consider any periodic revision in the list of unhealthy places necessary?

29. Give a list of house-rent allowance paid to employees under you in the pro forma given in Appendix IV. Under the present arrangement, a house-rent allowance is paid to employees serving at—

- (1) Calcutta (i.e., the area within the limits of the jurisdiction of the Calcutta Corporation, including the areas which were previously under the now defunct Tollygunge Municipality).
- (2) South Suburban Municipal area.
- (3) Garden Reach Municipal area.

Do you consider any change in the existing arrangement necessary? If so, give your suggestions.

30. Do you consider the prevailing rate of house-rent allowance and the prevailing rates of rents charged for residential accommodation provided by the Government, fair?

31. Is there any overtime allowance paid to any member of the staff and under what circumstances? Give details thereof and also the average of such allowance paid per month on the basis of the last six months' figures. How do you think is the overtime system working? Can you suggest any device under which the system of paying overtime allowance may be discontinued?

32. Is there any staff under you who is given bonus or commission in addition to basic pay and allowance? If so, give details with reasons for allowing the same. Can you give an idea of the amount of bonus or commission drawn per month by each staff on the basis of the average of last six months? Do you consider that the present system should continue? If not, what adjustments would you suggest?

(d) Availability of recruits

33. What is the position of supply and demand of different categories of Government servants? Can you indicate the extent of growth of Government personnel and the trend of annual intake in your department, divided into as many categories as possible, during the last three years? What are the difficulties you have come across in recruiting the requisite number of personnel in recent years? What do you think are the reasons therefor? Could you suggest any remedy?

34. Is there excessive supply of personnel in any category? If so, what are these categories? What have been the numbers of applications for different posts in your department in relation to the vacancies over the last three years?

35. Can you give a table showing the annual recruitment of each category of personnel in your department showing the minimum qualifications for each category and also if possible the annual output of candidates acquiring such qualifications every year?

36. Having regard to the state of execution of the Second Plan and also the broad possibilities in regard to the Third Plan, how do you think the demand for different categories of personnel in your department is likely to develop during the next five years?

SECTION III.—OTHER AMENITIES

37. Should Government servants and their families receive special medical and educational facilities apart from what are enjoyed by the citizens in general? If so, what are your suggestions?

38. What is your opinion about the adequacy of the medical aid at present available to Government servants and their families? What improvements would you suggest?

39. Are you aware of the contributory health service introduced by the Government of India for the Central Government servants stationed at their headquarters? Would you suggest the introduction of a similar scheme by the Government of West Bengal?

40. How would you extend medical aid to State Government servants who are stationed in distant villages and where the number of such Government servants is very small?

41. Should Government provide any special facilities for school education to the children of their employees? If so, what should be the nature of these facilities?

42. Do you consider that canteen facilities should be made available at all places where there is concentration of employees? If so, what suggestions have you to make in this regard?

43. How do you think the problem of housing shortage for Government servants can be solved, particularly in certain areas? Would you suggest any housing scheme to be undertaken by Government? If so, give an outline of such a scheme.

44. Would you suggest provision of any other facilities and amenities to Government employees? If so, what are they?

45. Give an estimate of the financial implication of your suggestions under each question in this Section.

SECTION IV.—FINANCIAL FACTORS

46. If you have made any recommendation for an increase in emoluments what is the financial implication of those recommendations? What part of the increase can in your opinion be met by economy within your department without impairing efficiency?

47. Please give an appreciation of the financial position of the State. What are the directions in which economy can be made in the administration to finance pay rises? Would you suggest additional taxation for meeting the cost of pay rise? If so, what taxes would you suggest?

48. What proportion of the total expenditure in the budget should in your opinion be spent on the remuneration of the staff? Is the present proportion too high or too low?

SECTION V.—EFFICIENCY AND ECONOMY

(a) Efficiency and Economy

49. It has been said that efficiency and economy go together. Can you give suggestions for improving efficiency in your department?

50. Do you know of any unnecessary duplication of work in Government offices, particularly in your department? Give instances.

51. It has been said that the number of peons, which an officer has, has come to be looked upon as a measure of his official status and this has given rise to a tendency for Government servants in this country to be surrounded by a number of peons and manual workers. Do you agree? If so, to what extent is this true of your department and how would you remove this state of things? Please give concrete suggestions.

52. It has been said that what is known as Parkinson's Law has been too much in operation in Government departments and that the staff tends constantly to increase without relation to the volume of work transacted. How far in your opinion has this tendency been in operation in your department?

53. What are your criteria for judging the efficiency of individual Government servants and of sections?

(b) Organisation and Method

54. What is the volume of work in each office under you? Illustrate it by giving relevant data for the last three years in the pro forma given in Appendix V.

55. Give a statement showing the various categories of Government servants in the regular, contingent, work-charged and piece-rate establishments, their number in each category, their pay-scales, etc., in the pro forma given in Appendix VI.

56. What is the number of orderlies and other inferior staff in your office or in offices subordinate to you? Give details in the pro forma in Appendix VII. Do you consider any reduction possible here without impairing efficiency?

57. What is your opinion about the yardstick used at present in your office or offices subordinate to you for measuring the volume of work? Could you suggest improvement in the yardstick? If so, what?

58. How many registers are maintained in each office? Can you suggest any reduction without impairing efficiency?

59. Is any periodical return or report submitted by each office? Is it not possible to reduce their number?

60. Do you think that there is correct co-ordination among offices and departments? Can you suggest improvements in this respect?

61. Can you suggest some improvement in the organisation or in the method of work in your office or the offices subordinate to you with a view to increasing efficiency and effecting economy?

62. Is there any overlapping of functions and duplication of duties among officers under you or between the officers under you and officers of other departments? If so, what measures would you suggest to avoid such overlapping and duplication?

63. At present, publicity work is done by the respective departments of the Government. Cannot this work, including preparation of leaflets, pamphlets, etc., be centralised in the Publicity Department of Government and the staff suitably reduced? If not, why not?

Similarly, cannot the Statistical work which is now done in the different departments be combined in one office, viz., in the State Statistical Bureau? If not, give reasons.

64. Is it not possible to keep unfilled for a period up to one month all vacancies arising mainly due to leave granted to Government servants? If not, give the reasons.

65. Is there any officer under you drawing permanent T.A. or conveyance allowance (such as motor-car allowance, horse or pony allowance, cycle allowance or unconditional conveyance allowance)?

If so, give the details in the pro forma given in Appendix VIII. Do you consider any reduction possible without impairing efficiency? If not, give reasons.

66. Give a list of telephones now in your office or in offices subordinate to you and how and by whom they are utilised. Cannot the number be reduced to a minimum?

67. Give a list of free telephone connections in the residences of officers. Do you consider all of these connections necessary in public interest? The State of Madras has fixed a ceiling of telephone calls as "free allowance" for the telephones at the residence of certain officers. Cannot such a system be introduced in this State for officers, particularly for those who are not the administrative heads of departments?

(c) Uniform, protective clothing, etc.

68. Is any clothing supplied to employees under you or a monetary allowance aid in lieu thereof? If so, give the details in the pro forma in Appendix IX. Do you consider it necessary to supply clothing or to pay a monetary allowance in lieu thereof to each and every employee now entitled to it? If not, what reduction would you suggest?

69. What is your opinion about the type of clothing now being used? Does the pattern require any change and, if so, what are your suggestions?

(d) Government vehicles

70. It is often stated that there are too many motor vehicles in the different Government offices and that these motor vehicles are very often misused. Do you agree? What is the extent of this waste and misuse in your office or in offices subordinate to you? How would you improve this state of things?

71. Has any Government vehicle been provided for your office or offices subordinate to you for the discharge of official duties? If so, give details in the pro forma enclosed with the Finance Department Memo. No. 63F., dated the 6th January 1958 (vide Appendix X), if not already sent. Can you suggest a device by which the cost of running the vehicle may be reduced?

72. What is the total number of vehicles maintained by your office? What is the life of each? What was the mileage run by each up to the 31st December 1959? What is the monthly mileage run by all the vehicles taken together? What is the monthly petrol consumption for such total mileage? What is the monthly maintenance cost for all the vehicles? Give figures for the last 12 months.

73. Is a cleaner attached to each vehicle? If so, is he employed part-time? If not, what are his duties, other than cleaning? Can you suggest any measure for minimising the expenditure?

74. Has any instance of misuse of Government vehicles been brought to your notice? If so, what steps did you take?

75. In places where there is concentration of Government offices cannot a pool of vehicles belonging to different departments or offices be maintained for utilisation by officers (irrespective of the offices to which they are attached) employed in the locality?

76. What is the existing arrangement for garaging the vehicles? Are they garaged in one place or in different places according to the availability of garages? Are the vehicles garaged in Government-owned buildings or in hired ones? In the latter case, give an estimate of the garage rent paid per month for each such vehicle and also of the distance of each such garage from office. Where the distance of the garage from office exceeds one mile, is it possible to find out an alternative accommodation adjacent to the office?

77. It has been suggested that the garages within or near about the office compounds (such as those within the Writers' Buildings, Anderson House, etc.), which are now utilised for parking vehicles owned by officers during office hours may be utilised for garaging the Government vehicles at night. Do you consider this feasible and, if so, give your views with an estimate of the savings? If not, what are your reasons against it? Can you suggest any other measures for reducing expenditure on account of rent for garages?

(e) Rent-free quarters in Government-owned or hired buildings

78. Have you any officers under you who are given rent-free quarters? Give a detailed list of such officers in the pro forma given in Appendix XI. Do you consider the continuance of the concession justifiable? If so, give reasons.

(f) Buildings owned or hired by Government

79. Is there any Government-owned or hired building under your charge which is used—

(i) partly for office and partly for residence; or

(ii) exclusively for residential purpose?

If so, supply information in the pro forma given in Appendix XII. Can you suggest any measure for reducing expenditure under this head?

(g) Requisitioned buildings

80. What is the total number of buildings under requisition by Government? What is the total accommodation available in these buildings and how is that accommodation being utilised? Give a complete list showing details.

81. Do you think that requisitioned buildings are promptly put to full use as soon as possession has been taken and are they relinquished as soon as the need for a building ceases to exist?

82. Give a statement showing the financial implication of requisition and suggest measures for economy as well as better and fuller use of the requisitioned buildings.

(h) Repairs to Government buildings

83. Is there any prescribed period after which major or minor repairs to Government buildings, departmental or otherwise, are undertaken? If so, state the period. Is it not possible to reduce the frequency of such repairs and, if so, what adjustment would you suggest?

84. Are there any scales for expenditure on such major or minor repairs? If so, state the scales.

85. Give the total book value of the capital cost of the buildings under your charge and the actual expenditure incurred year by year, during the last three years, on major and minor repairs.

(i) Stationery

86. What is the existing scale at which stationery is supplied to Government employees? Give details in a separate sheet. Is it supplied each month or at regular intervals? In the latter case, state the actual period of supply. Do you consider any economy possible here? If so, give your suggestions.

87. Give an estimate of the annual expenditure incurred during the last two years under this head.

(j) Office contingencies

88. What is the contingent expenditure of offices subordinate to you in relation to the total expenditure of each? If the ratio is particularly high in any office, what are the reasons?

(k) Commercial or semi-commercial organisations

89. Have you any commercial, semi-commercial or training-cum-production undertaking under you? If so, supply the following information in respect of each such undertaking:

- (i) Nature of the undertaking.
- (ii) Are they self-supporting or working at a profit or loss? Give a profit or loss account of each for the last three years.
- (iii) If the undertaking is running at a loss, can you suggest any measure for making it self-supporting?

(l) Special concessions

90. Under the existing system, officers of certain departments are allowed concessions which are not normally admissible to Government servants in general. For example, in the Forest Department fuel is supplied free of cost to some categories of staff; in Jails and Sub-Jails, subordinates are allowed to have vegetables grown in jail gardens free of cost and also allowed to purchase jail-made goods at concessional rates. Are any such concessions allowed to any member of the staff under you? If so, state the nature of the concessions and the categories of employees entitled to them. Cannot such concessions be discontinued? If not, why not?

SECTION VI.—MISCELLANEOUS

91. Have you any other suggestions to make, having full regard to the terms of reference of the Committee? If so, state them giving financial implications (expenditure or saving), where necessary, of each.

APPENDIX I**Special Pay***(Vide question No. 24)**[To be furnished in duplicate.]*

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees.
4. Rate of allowance.
5. Reasons for granting the allowance.
6. Number and date of the Government order sanctioning the allowance (if readily available).
7. Is there any justification for continuing the allowance? If so, give your views.
8. If the special pay is for handling cash or for handling stores, state the amount of security taken (the amount given in cash and in fidelity bond being shown separately).
9. Remarks.

N.B.—(1) This list shall include only such allowances as are granted for—

- (a) specially arduous nature of duties;
- (b) specific addition to duties and responsibilities (and not for combination of appointments to two or more posts); and
- (c) any hazard or risk associated with an employment.

It shall not include any part of the allowance granted for unhealthiness of the localities in Duars, Terai and other areas of West Bengal districts.

- (2) This list shall include cases of All-India Service officers also.

APPENDIX II**Expensiveness of Living Allowance***(Vide question No. 25)**[To be furnished in duplicate.]*

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees.
4. Rate of allowance.
5. Reasons for granting the allowance.
6. Number and date of the Government order sanctioning the allowance (if readily available).
7. Is there any justification for continuing the allowance? If so, give your views.
8. Remarks.

N.B.—(1) This list shall not include any part of the allowance granted for unhealthiness of locality in the Duars, Terai or other regions of West Bengal districts.

(2) Cases of All-India Service officers, if any, shall also be included in the list.

APPENDIX III**Allowance for Unhealthiness of Locality***(Vide question No. 28)**[To be furnished in duplicate.]*

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees.
4. Rate of allowance.
5. Reasons for granting the allowance.
6. Number and date of the Government order sanctioning the allowance (if readily available).
7. Is the allowance classified as special pay or as compensatory allowance? If classified both as special pay and compensatory allowance, state how much of the allowance is classed as special pay and how much as compensatory allowance?
8. Is there any justification for continuing the allowance? If so, give your views.
9. Remarks.

N.B.—(1) This list shall include only such allowances as are specially granted for unhealthiness of locality in the Duars, Terai and other areas of West Bengal districts.

2. Cases of All-India Service officers, if any, shall also be included in the list.

APPENDIX IV**House-rent allowance**

(Vide question No. 29)

[To be furnished in duplicate.]

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees.
4. Rate of allowance.
5. Reasons for granting the allowance.
6. If the house-rent allowance is paid in lieu of free quarters, state the distance from office to residence.
7. Is there any justification for continuing the allowance? If so, give your views.
8. Remarks.

N.B.—This list shall include cases of All-India Service officers also.

APPENDIX V**Statement on Volume of Work**

(Vide question No. 54)

[To be furnished in duplicate.]

Name of office.....
 Status (Secretariat Department/Directorate/Regional Office).....

Present non-gazetted strength.	Volume of work.	Remarks.
--------------------------------	-----------------	----------

Permanent.	Temporary.	
------------	------------	--

- (a) Annual average receipts for the last three years.
- (b) Annual average issues for the last three years.
- (c) Volume of accounts work, if any, in details.
- (d) Cash transaction, if any.
- (e) Miscellaneous clerical work not covered by (a) to (d).
- (f) Other items, if any, not reflected on items (a) to (e).

N.B.—Fill in the above pro forma indicating the volume of work in your office with relevant data to assess the staff, such as, receipts and issues, bills and vouchers of all kinds, cash transactions, etc., spread over at least three consecutive years up to date. The figures of receipts and issues should be compiled and checked according to the Finance (Organisation and Methods) Department Circular No. 551(165)-O. & M., dated 28th May 1956, read with No. 659-O. & M., dated 10th July 1956 (vide Annexure I).

APPENDIX VI**Statement on posts**

(Vide question No. 55)

[To be furnished in duplicate.]

Name of department/office.....

Serial No.	Names of posts.	Present location of head-quarters.	Number of posts.		Gazetted.	Non-gazetted.	
			Perma- nent.	Tem- porary.		Superior.	Inferior.
1	2	3	4	5	6	7	8

Appointing Authority.	Scales of pay.	Avenues of recruitment and recruitment qualifications.	Avenues of promotions.	A brief description of the duties and responsibilities of each category of posts.	Remarks.
9	10	11	12	13	14

I.—Regular Establishment.

II.—Contingent Establishment.

III.—Work-charged Establishment.

IV.—Piece-rate Establishment.

V.—Seasonal employees, the period of employment being noted in the remarks column.

VI.—Daily-rated Establishment.

N.B.—(1) In respect of employees who do not draw pay in the time-scale, the amount drawn by them as pay per month (in the case of daily-rated workers per day), exclusive of house, dearness or other allowances, shall be shown in column (10).

(2) Information relating to All-India Service officers shall also be included in order to make the list complete.

APPENDIX VII**Orderlies and Other Inferior Staff**

(Vide question No. 56)

[To be furnished in duplicate.]

1. Name of the office where employed.
2. Number and designation of officers who are entitled to orderlies.
3. Number of orderlies attached to each officer (to be shown separately for each).
4. Are the officers required to tour on official duty? If so, give the number of days toured per month on the basis of the average of last six months. (The number should be shown separately for tours within and outside five miles' radius.)
5. Number of other inferior staff (to be shown separately for each category, i.e., Office Peon, Messenger Peon, Night Guard, etc.) and how they are employed.
6. Number of clerks and other non-gazetted superior staff.
7. Remarks.

N.B.—This list shall include the numbers under All-India Service officers also.

APPENDIX VIII

(Vide question No. 65)

I.—List of Permanent Monthly T.A.*[To be furnished in duplicate.]*

1. Name of the office where employed.
2. Designation of the service or post and the pay-scales.
3. Number of employees.
4. Rate of permanent T.A.
5. Area of jurisdiction.
6. Whether the maintenance of a boat or other conveyance is necessary for drawal of the T.A.?
7. Number of days toured in a month on the basis of the average of last six months.
8. Whether Government vehicle was used for conducting tours during the period? If so, give the number of days per month (on the basis of the average of last six months) when Government vehicles was used.
9. Number of miles covered each month (on the basis of the average of last six months).
10. Remarks.

II.—List of Conveyance Allowance, i.e., Motor Car Allowance, Horse or Pony Allowance, Cycle Allowance or Unconditional Conveyance Allowance

1. Name of the office where employed.
2. Designation of the service or post and scale of pay.
3. Number of employees.
4. Rate of allowance.
5. Whether it is a motor car allowance, horse or pony allowance, cycle allowance or unconditional conveyance allowance?
6. Number of days toured in a month (on the basis of the average of the last six months).
7. Whether free pass (Tram, Bus or Train) or any Government vehicle was used for conducting tours during the period? If so, give the number of days in a month (on the basis of the average of last six months) when such facility was availed of.
8. Number of miles covered each month (on the basis of the average of last six months).
9. Remarks.

N.B.—This list shall include cases of All-India Service officers also.

APPENDIX IX

(*Ude* question No. 68.)

List of employees who are supplied with protective clothings at Government cost

[To be furnished in duplicate.]

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees of each category.
4. Prescribed scale of clothing, if any
5. If there is no prescribed scale, state the monetary ceiling in each case.
6. Expenditure per annum (on the basis of the average of the last three years) in respect of each category.
7. Frequency of supply (i.e., whether supplied annually, biennially triennially).
8. Remarks.

N.B.—The list shall include cases of All-India Service officers also.

APPENDIX X

(Vide question No. 71)

GOVERNMENT OF WEST BENGAL**Finance Department****Audit**

No. 63(47)-F./F2M-212/57

*Calcutta, the 6th January 1958***MEMORANDUM**

The question whether any economy is possible in the maintenance and operation of Government vehicles is being considered by this department. It will be appreciated if the.....Department, would kindly state separately the expenditure incurred—

- (a) On the purchase of new vehicles; and
- (b) On the maintenance and operation of all vehicles under their control or the control of their subordinate offices during the years 1953-54, 1954-55 and 1956-57.

2. It will be appreciated if the.....Department, would also kindly furnish information according to the pro forma given below in respect of each vehicle under their control or under the control of their subordinate offices.

3. The information asked for in paragraphs 1 and 2 above need not be supplied in respect of buses maintained and operated by the State Transport authorities. The undersigned will be grateful if the information called for is kindly supplied at a very early date and in any case not later than the 7th of February 1958.

(Sd.) H. N. RAY,

*Special Officer and ex-officio Secretary to the
Government of West Bengal.*

To: The.....Department.

Pro Forma*[To be furnished in duplicate.]*

1. Registration No. of the vehicle.
2. Type of vehicle, e.g., passenger car, jeep, weapon-carrier, lorry 1½-ton, 3-ton, 5-ton or 7-ton).
3. Year of purchase.
4. Price paid.
5. Horse-power.
6. Total charges incurred since the date of purchase on account of heavy repairs up to the 31st March 1956.

7. Charges incurred during 1956-57 on each of the following items:

- (a) Fuel (i.e., cost of petrol or diesel oil).
- (b) Lubricants.
- (c) Tyres.
- (d) Batteries.
- (e) Spare parts and repairs (other than tyres and batteries).
- (f) Pay of driver and cleaner attached to the vehicle and proportionate share of overhead staff (*see* Note).
- (g) All other charges.
- (h) Total charges incurred [Items (a) to (g)].

8. Mileage covered by the vehicle during the year 1956-57.

9. Whether the vehicle has been allotted to a particular officer or scheme or whether it is attached to a "pool." A short descriptive note showing the use to which the vehicle has been put may be given here.

Note.—In certain cases it may happen that staff is employed for the maintenance and operation of a pool of vehicles. In such cases it is suggested that the total overhead charges on this account should be allocated on a reasonable basis vehicles-wise and shown under 7(f).

APPENDIX XI

(*Vide* question No. 78)

List of rent-free quarters in Government-owned or hired buildings

[*To be furnished in duplicate.*]

1. Name of the office where employed.
2. Designation of the service or post.
3. Number of employees.
4. Reasons for allowing the concession.
5. Number and date of (Government order sanctioning the concession (if readily available).
6. Floor space of the rent-free quarters.
7. If a hired house, the amount of monthly rent paid by Government.
Has the rent been fixed after consultation with the local rent controlling authorities?
8. If a Government building, the standard rent of the building.
9. Amount of house-rent allowance, if any, admissible to similar Government servants, if no rent-free quarters is available.
10. If a hired house, does the monthly rent paid include local municipal taxes? If not, the amount of such taxes.
11. If a Government building, the amount of local municipal taxes.
12. Distance between office and residence.
13. Is the local municipal tax paid by the employee himself? If not, why not.
14. Is the charge for electric current, if any, borne by the employee? If not, why not? (Here state the monthly expenditure on this account on the basis of the last twelve months' figures).
15. Remarks.

N.B.—This list shall include cases of All-India Service officers also.

APPENDIX XII

(Vide question No. 79)

Buildings owned or hired by Government*[To be furnished in duplicate.]*

1. Exact location of the house.
2. Number of rooms with available floor space in the whole building.
3. If a hired house, amount of rent paid per month for the whole building. Has the rent been fixed after consultation with the local rent controlling authorities?
4. If a Government building, amount of standard rent.
5. If a hired house, does the monthly rent paid include local municipal taxes? If not, the amount of municipal tax paid for the whole building.
6. If a Government building, the amount of local municipal taxes.
7. If the house is utilised partly for office and partly for residence, supply the following information:
 - (i) The area of the floor space under occupation of the employee/employees as residence.
 - (ii) Number of employee/employees.
 - (iii) Rank and status of each occupying employee and the pay actually drawn.
 - (iv) Amount of monthly rent paid by the employee/employees; if no rent or rent at a concessional rate is paid, state reasons for the concession.
 - (v) Whether there are separate meters for office and the residence? If so, do the employee/employees pay charges for electric current? If not, is any proportion of the charges on electric current borne by the employees and, if so, the proportion? (Here state on the basis of the average of the last 12 months' figures the total amount of electric bills paid by Government per month and the amount paid by the employees.)
 - (vi) Does the employee pay a proportionate share of the municipal tax? If so, the proportion. If not, why not?
 - (vii) Remarks.
8. If utilised exclusively for residential purposes, supply the following information:
 - (i) The amount of monthly rent paid by the employee/employees; if no rent or rent at a concessional rate is paid, state reasons for allowing the concession.
 - (ii) Number of employee/employees.
 - (iii) Rank and status of each employee and the pay actually drawn.
 - (iv) Do they pay municipal taxes in full? If not, why not?
 - (v) Do they pay charges for electric current in full? If not paid in full, do they pay any proportion of such charges and, if so, what is the proportion and the reason therefor? If fully or partly exempted, state reasons for such exemption. (Here state, on the basis of last three months' figures, the average amount of electric charges paid per month.)
 - (vi) Remarks.

N.B.—This list shall include cases of All-India Service officers also.

ANNEXURE I
GOVERNMENT OF WEST BENGAL
Finance Department
Organisation and Methods Branch

General Circular No. 551(165)-O. & M.

Calcutta, the 28th May, 1956

SUBJECT.—*Procedure of maintaining Receipt and Issue Registers in the different Departments, Directorates and Regional Offices under this Government.*

With regard to assessment of clerical staff for the different Departments, Directorates and Regional Offices under this Government, the present practice followed by the Finance Department is to calculate staff, according to the yardstick applicable in each case, on the basis of receipt and issue figures supplied by the office concerned; no actual verification of these receipt and issue figures by the Finance (Audit) Department is usually done at present and the figures supplied by the Departments, etc., are assumed to be correct.

2. As, however, receipt and issue figures constitute the only basis for the assessment of staff, the importance of maintaining these primary records correctly and strictly according to the existing rules is obvious. A thorough and meticulous check of these records by the Finance Department itself thus seemed to be advisable before any additional staff were sanctioned. In recent months, therefore, a sample check of the Receipt and Issue Registers of some Departments, Directorates and Regional Offices was taken up as a matter of course before proposing the recommendations of the Organisation and Methods Division for the consideration of the Finance (Audit) Department.

3. These checks have revealed the following results:

(A) Instances of clerical errors in inflating (e.g., jumping of the serial number from 2036 to 3037) as well as instances of deflating (e.g., scaling down of the serial number from 499 to 450) the figures have come to notice. Such instances have been referred to in paragraph 47 of the Report of the Revised Secretariat yardstick published by the Organisation and Methods Division. The fact underlines the necessity of supervision over this work by a supervisory official like the Head Assistant or Head Clerk and of checking by the office itself of these figures before they are forwarded to the Finance Department for staff assessment. As this work is usually left to junior clerks without much experience or specific instructions, such mistakes are perhaps inevitable unless adequate safeguards are taken.

(B) Again, several instances of swelling the receipt figures by including items of useless correspondence, as indicated below, have come to notice—

(a) Anonymous petitions.

(b) Tour programme of Ministers.

(c) Acknowledging receipt, reminder, circular regarding telephone connections, etc.

(d) List of books and journals, etc., for circulation.

An illustrative list of such items which should not pass through the Receipt Registers has been given in paragraph 50 of the Report of the Revised Secretariat yardstick which seems to be equally applicable in respect

of Directorates and Regional Offices as well. It may be mentioned in this connection that the office procedure of the Government of India Secretariat also forbids the diarising of such items, vide paragraph 9(4) of the Government of India, Central Secretariat Manual of Office Procedure (published by the Organisation and Methods Division of the Cabinet Secretariat) quoted below—

“The following types of receipts should not be diarised :

- (i) unsigned communications on which no instructions have been recorded by officers and on which no action is to be taken;
- (ii) identical representations from individuals or groups of individuals—it would be sufficient to diarise only one copy, viz., that received first;
- (iii) tour programme;
- (iv) miscellaneous routine circulars, e.g., those relating to closure of offices, telephone lists, changes in address of officers, notices of holidays, etc.;
- (v) copies of office memorandum, etc., containing general orders circulated by the Administration (or General or Co-ordination Section);
- (vi) post copies of telegrams and routine acknowledgements; and
- (vii) any other types of receipts which, by a specific office order issued by the Ministry, need not be diarised.”

In addition, it was laid down that receipts mis-sent to an office should in no case be diarised in that office.

(C) There have been instances of allotting separate issue numbers to (a) printed interview and appointment letters; (b) applications, etc., covered by one single covering letter; (c) endorsements, etc. This practice goes against paragraph 20 of Chapter VI of the Secretariat Manual wherein it is stated as follows:—

“When a letter of endorsement is issued to more than one officer or department, it should have only one serial number in the Issue Register, the number of officers or departments to whom or to which it is issued being indicated against it in brackets.”

The above instruction in the Secretariat Manual states a general rule which applies to all offices, whether Secretariat, Directorate or Regional.

4. In order to rectify the defects described above, the adoption of the following course of action may be suggested :

(A) All departments, etc., should have their receipt and issue figures checked carefully under the supervision of a Head Assistant/Head Clerk, etc., before they are forwarded to the Finance Department for staff assessment. Finance Department will also make a sample check of the Registers and those Registers should be available for inspection by the Finance Department as and when considered necessary.

(B) The items listed below should be excluded from the Receipt Registers for the purpose of staff assessment—

- (a) Postal notices (the information contained in these notices can always be had from Post Offices or the C.D.O.).

- (h) Notices of changes in the personnel of foreign embassies, diplomatic services, Government of India and other State Governments [they are seldom required and can always be ascertained from the Home (Political) Department].
- (c) Governor's assent to Bills (these are published in the Gazette, a copy of which is received in each office).
- (d) Priority of foreign passage.
- (e) Changes in the name of offices, creation of new offices, notifications, etc. (if published in the Gazette, should not be circulated again).
- (f) Corrections to Indian Word Code (persistent reminders are received from the Commerce and Industries Department, though they cannot supply the original letter or say what it is all about).
- (g) Tour programmes of Ministers (these are supposed to be secret information but are circulated to all offices. Only officers directly concerned with the tour or within the portfolio of the Minister need be informed).
- (h) Unsigned communication on which no instructions have been recorded by officers and on which no action is to be taken.
- (i) Identical representations from individuals or groups of individuals—it would be sufficient to diarise only one copy, viz., that received first.
- (j) Miscellaneous routine circulars, e.g., those relating to closure of offices, telephone lists, changes in addresses of officers, notices of holidays, lists of books and journals, etc.
- (k) Copies of office Memos., etc., containing general orders circulated by the Administration (or General or Co-ordination Section) for information.
- (l) Post copies of telegrams.
- (m) Routine acknowledgements and reminders.
- (n) Receipts mis-sent to an office.

The above list is not exhaustive and each officer should check up if other items may be added according to the special circumstances of each office. If for any purpose a record of such receipts is considered at all necessary, these may be diarised separately, but they should not be included in the receipt figures for the purpose of staff assessment.

All questions of doubt regarding items to be excluded from receipt figures may be referred to the Finance (Organisation and Methods) Department for advice. Pending the recasting of the Receipt Registers on the above lines, 5 per cent. of the receipt figures will be discounted on an ad hoc basis for the purpose of staff assessment.

(C) All departments, etc., are also requested strictly to comply with the instruction laid down in paragraph 20 of Chapter VI of the Secretariat Manual. Scrupulous care should be taken to ensure that the issue figures are not inflated.

B. DASGUPTA,

Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL**Finance Department****Organisation and Methods Branch**

General Circular No. 659-O & M.

Calcutta, the 10th July 1956

SUBJECT.—*Procedure of maintaining Receipt and Issue Registers in the different Departments, Directorates and Regional Offices under this Government.*

In continuation of this Department General Circular No. 551(165)-O. & M., dated the 28th May 1956, on the above subject, the following supplementary instructions are issued for the guidance of all concerned.

2. Section 10 in Chapter IX of the Secretariat Manual states as follows :

“Reminders Form [IX(I)] will be regularly issued for the return of files and papers which have been sent out of the department unofficially and which have not been returned within a reasonable times.”

Such reminders for files sent unofficially are also to be issued *unofficially* in Form IX(I) over the signature of a Head Assistant.

3. It has, however, been noticed that many department issue *official* reminders over the signature of gazetted officers in contravention of the instruction quoted above. This unduly inflates the number of issues in a department.

4. All Departments are, therefore, requested to observe the above instructions carefully and to see that in future all such reminders for files are sent unofficially and are not included in the number of official issues.

5. Although the instruction quoted above directly refers to the Secretariat Departments only, Directorates and Regional Offices should also utilise standard reminders which may be in use in these offices, and exclude reminders from the number of issues while submitting figures to the Finance Department for staff assessment.

N. C. SEN GUPTA,

Joint Secretary to the Government of West Bengal.

APPENDIX C

Copy of demi-official letter No. 24(70)-P.C., dated the 25th January 1960, from the Secretary, Pay Committee, Government of West Bengal, addressed to all Secretaries (including Joint Secretaries-in-charge of Departments) and Heads of Departments

A copy of Government Resolution No. 3938-F., dated the 17th November 1959, is enclosed for ready reference.

2. It will appear that the Committee has been called upon to recommend what changes in the emoluments of different classes of Government servants are desirable and feasible having regard to the following considerations, namely:—

- (a) Availability of recruits to various categories;
- (b) Financial condition of Government;
- (c) Prevailing economic condition in the State; and
- (d) The effect of any such change on the size and orderly execution of Five Year Plans of the State Government.

The Committee has also been called upon to make an estimate of the likely cost of implementing the recommendations and also to explore the possibility of meeting a proportion of these costs by effecting economies in Government expenditure without impairing efficiency.

The Committee has been particularly called upon to state the extent to which benefits could be given in the shape of amenities and facilities such as education of dependents, housing and medical treatment.

The Committee has also been called upon to examine the principles which should govern the structure of emoluments of Government servants.

3. Your co-operation will be of great value to the Committee in arriving at their conclusions. In fact, the Committee could hardly arrive at correct conclusions without your co-operation. The Committee, therefore, requests you to furnish a note on each of the above points in so far as your Department is concerned. You are in particular requested to furnish—

- (i) a complete list of scales of pay prevailing in your department;
- (ii) your recommendation about every scale;
- (iii) the total financial implication of your recommendations;
- (iv) your views on the availability of candidates for recruitment to each category;
- (v) your suggestion as to how much of the increased expenditure arising out of your recommendation could be met by economy within the department without impairing efficiency.

On the other points, your note can necessarily be of a general nature, but the Committee will value your general opinion on those points also.

4. From the Medical Department, the Committee would particularly expect a note on how far and in what manner special medical benefits should be and can be given to Government servants and their families.

5. From the Education Department, the Committee would particularly expect a note on how far and in what manner benefits should be and can be given to Government servants in the shape of education of their dependents.

6. From each of the Works and Buildings and Housing Departments, the Committee would particularly expect a note as to how far and in what manner benefits should be and can be extended to Government servants in the form of housing.

7. From the Finance Department, the Committee would particularly expect a note giving an appreciation of the financial condition of the State.

8. From the Development Department, the Committee would particularly expect a note showing the total expenditure on the First and the Second Five Year Plans, giving separately the expenditure on emoluments. The Development Department's view as to the correct proportion of the expenditure on emoluments to the total expenditure on the Plan will be specially appreciated.

9. A general questionnaire prepared for all who are interested in the matter is also enclosed. Many of the questions will have been answered in the notes requested from you. It will be appreciated if you would also send replies to the questionnaire. Where the questions have been answered in the notes separately sent, you may simply refer to that note in reply to those questions.

10. It will be appreciated if your notes and replies could be sent as soon as possible and in any case not later than 15th April, 1960.

APPENDIX D

List of the Recognised Employees' Associations, and other gentlemen, officials and non-officials, interviewed by the Committee*(a) Associations*

1. West Bengal Civil Service (Executive) Association.
2. West Bengal Judicial Service Association.
3. West Bengal Junior Civil Service Association.
4. West Bengal Senior Service of Engineers Association (Irrigation).
5. West Bengal Commercial Tax Service Association.
6. West Bengal Junior Commercial Tax Service Association.
7. West Bengal Registration Service Association.
8. West Bengal Co-operative Service Association.
9. West Bengal Sub-Magistrates and Sub-Collectors Association.
10. West Bengal Police Association.
11. State Engineers' Service Association.
12. Association of Construction Board Engineers under Development Department.
13. Calcutta Police Association.
14. Paschim Banga Abkari Karmachari Sangha.
15. West Bengal Health Services Association.
16. West Bengal General Service (Secretariat) Association.
17. West Bengal Subordinate Engineering Service Association.
18. West Bengal Secretariat Stenographers' Association.
19. West Bengal Settlement Kanungos' Association.
20. West Bengal Junior Forest Service Association.
21. Commercial Taxes Inspectors' Association.
22. District Kanungos' Association.
23. West Bengal Revenue Officers' Association.
24. West Bengal Agricultural Inspectors' Association.
25. West Bengal Subordinate Forest Service Association.
26. West Bengal Divisional Accountants' Association.
27. West Bengal Agricultural Demonstrators' and Overseers' Association.
28. West Bengal Settlement Clerks' Association.
29. West Bengal Secretariat Employees' Association.
30. West Bengal Directorate Employees' Association.
31. West Bengal Registration Employees' Association.
32. West Bengal Work Assistants' Association.
33. West Bengal Settlement Process-servers' Association.
34. West Bengal Process-servers' Central Association.
35. West Bengal Process-servers' Association.
36. West Bengal Record Suppliers' Association.
37. Writers' Buildings Nimnatama Sarkari Karmachari Samity.
38. Paschim Banga Nimnatama Sarkari Karmachari Samity.
39. West Bengal Excise Peons' Association.

(b) Officials

1. Chief Secretary.
2. Secretary, Home Department.
3. Secretary, Agriculture and Food Production Department along with Director of Agriculture.
4. Joint Secretary, Local Self-Government and Panchayat Department along with Director of Fire Services and Director of Panchayats.
5. Secretary, Education Department along with Chief Inspector, Technical Education and Principal, Bengal Engineering College.
6. Secretary, Commerce and Industries, and Cottage and Small-scale Industries Departments along with Director of Industries, Director of Cinchona, and Superintendent, West Bengal Government Press.
7. Secretary, Board of Revenue.
8. Joint Secretary, Excise Department along with Commissioner of Commercial Taxes, Commissioner of Agricultural Income-tax, Director of State Statistical Bureau, and Collector of Calcutta.
9. Development Commissioner along with Chief Engineer, Roads, and Chief Engineer, Construction Board.
10. Secretary, Home (Transport) Department along with Deputy Secretary of the Department, Director, Public Vehicles and Principal Officer, Mercantile Marine.
11. Secretary, Home (Publicity) Department along with Director of Publicity and Adviser, Folk Entertainment.
12. Secretary, Food, Relief and Supplies (Food and Supplies) Department along with all Directors under him.
13. Joint Secretary, Public Works Department along with Chief Engineer, Public Works and Chief Engineer, Housing.
14. Secretary, Health Department.
15. Secretary, Co-operation Department along with the Registrar of Co-operative Societies.
16. Secretary, Refugee Relief and Rehabilitation Department.
17. Secretary, Animal Husbandry and Veterinary Services, Forests and Fisheries Departments along with Director of Veterinary Services, Director of Dairy Development, Conservator-General of Forests and Director of Fisheries.
18. Secretary, Irrigation and Waterways Department along with Chief Engineer, Irrigation and Waterways, and Director, River Research Institute.
19. Joint Secretary, Labour Department along with Labour Commissioner, Chief Inspector of Factories and Chief Inspector of Boilers.
20. Inspector-General of Police, West Bengal, and Commissioner of Police, Calcutta.
21. Inspector-General of Prisons.
22. Director, Forensic Science Laboratory.
23. Official Receiver, High Court.

(c) Non-officials

1. Dr. S. K. Basu, Head of the Department of Economics, Calcutta University.
2. Dr. B. Dutta, Professor of Economics, Presidency College.
3. Dr. Panchanan Chakraborty, of Jadavpur University.
4. Representatives of—
 - (i) The Communist Party of India, West Bengal.
 - (ii) The Proja Socialist Party, West Bengal.

APPENDIX E

(Chapter 4, paragraph 2.)

Compensatory Allowance for expensiveness of living

Classes of Government Servants.	Rates of allowance (per month)		Reference to the rules and orders relating to the grant of the allowance.
	For persons in superior service.	For persons in inferior service.	
			Rs.
(1) Holders of posts included in Schedule III of the West Bengal Services (Revision of Pay) Rules, 1950,	10 per cent. of basic pay	..	2
			Rules 10 of the West Bengal Services (Revision of Pay) Rules, 1950, read with Finance Department Memo. Nos. 314F., dated the 1st February 1951, 955F., dated the 4th April 1955 and 2162F., dated the 26th June 1958.
(2) Government Servants in Superior Service [other than those included in Schedule III of the West Bengal Services (Revision of Pay) Rules, 1950] posted in the Darjeeling district—			
(a) Government Servants on a time-scale the maximum pay in which does not exceed Rs.50 per month.	Rs. 2
			Finance Department Memo. No. 2162F., dated the 26th June 1958.
(b) Government Servants on a time-scale the maximum pay in which exceeds Rs.50 and drawing pay not exceeding Rs.300 per month.	10 per cent. of basic pay
(c) Government Servants on pay exceeding Rs.300 per month.	The amount by which the pay falls short of Rs.330 per month.
			Finance Department Memo. No. 2162F. dated the 26th June 1958.

(3) Motor drivers, both heavy and light vehicle drivers.	10 per cent. of basic pay	..	Rule 10 of the West Bengal Services (Revision of Pay) Rules, 1960, read with Schedule I thereof and Finance Department Memo. No. 2162F., dated the 26th June 1958.
(4) General Duty Attendants in Government Hospitals and Clinics on Rs. 30—35.	Rs. 2	Health Department Memo. No. Medical418/85-103/57, dated the 16th January 1959.
(5) Constables, Armourers, Naiks, Lance Naiks, Sepoys, etc., in the Calcutta and West Bengal Police.	Rs. 5	Home (Police) Department Memo. No. 1171PL-1173PL, dated the 7th April 1955 (as subsequently amended).
(6) Warders in Jails	..	Rs. 5

APPENDIX F

(Chapter 4, paragraph 5.)

Allowance for unhealthiness of locality

Name of the department.	Name of the post.	Duars and Terai Allowance (per month).					
		Darjeeling.		Jalpaiguri (Duars).		Cooch Behar (Duars).	
		Number of posts.	Amount of allowance.	Number of posts.	Amount of allowance.	Number of posts.	Amount of allowance.
(1) Home (Police) Department.							
(1) Inspectors—							
	(a) Intelligence Branch	..	9 Rs.30	..	8 Rs.15
	(b) District Armed Police	..	8 Rs.30	..	8 Rs.15
	(c) Railway Police	..	1 Rs.30
	(d) Armed Police Battalion	3	12½ per cent. of Basic pay.
	(e) District Enforcement Branch	1	Rs.30	..	1 Rs.15
(2) Sub-Inspectors—							
	(a) District Armed Police	..	62 25 per cent. of basic pay.	76	12½ per cent. of basic pay.
	(b) Railway Police	5	12½ per cent. of basic pay.
	(c) Armed Police Battalion	3	12½ per cent. of basic pay.
	(d) District Enforcement Branch	8	25 per cent. of basic pay.	8	25 per cent. of basic pay.

(1) Home (Police) Depart.
ment.—*contd.* (3) Assistant Sub-Inspectors—

(a) District Armed Police	..	66	25 per cent. of basic pay.	60	12½ per cent. of basic pay.
(b) District Enforcement Branch	1	25 per cent. of basic pay.
(4) Head Constables, Naiks and Constables in District Armed Police.	..	1,042	25 per cent. of basic pay.	557	12½ per cent. of basic pay.
(5) Constables and Watcher Constables in District Enforcement Branch.	..	10	25 per cent. of basic pay.	10	25 per cent. of basic pay.
(2) Department of Veterinary Services.							
(1) Veterinary Assistant Surgeon, Nuxulbari.	..	1	25 per cent. of basic pay.
(2) Compounder, Nuxulbari	..	1	25 per cent. of basic pay.
(3) Field Assistant, Nuxulbari	..	1	25 per cent. of basic pay.
(3) Department of Food, Relief and Supplies (Food and Supplies).							
(1) Subdivisional Controller	1	20 per cent. of basic pay.
(2) Deputy Chief Inspectors	2	20 per cent. of basic pay.
(3) Inspectors	3	20 per cent. of basic pay.
(4) Sub-Inspectors	10	20 per cent. of basic pay.
(5) Clerical Staff	13	20 per cent. of basic pay.
(6) Orderly and Peons	8	Rs. 2

APPENDIX F—contd.

Name of the department.	Name of the post.	Duars and Terai Allowance (per month)				
		Darjeeling.		Jalpaiguri (Duars).		Cooch Behar (Duars).
		Number of posts.	Amount of allowance.	Number of posts.	Amount of allowance.	Number of posts.
(4) Community Development and Extension Services Department.	(1) Gram Sevaks	..	16 20 per cent. of basic pay.	16	20 per cent. of basic pay.	..
	(2) Gram Sevikas	..	4 20 per cent. of basic pay.	4	20 per cent. of basic pay.	..
	(3) Block Development Officers	4	Rs. 25	..
	(4) Overseers	4	20 per cent. of basic pay.	..
	(5) Progress Assistants	4	20 per cent. of basic pay.	..
	(6) Head Clerk-cum-Accountants	4	20 per cent. of basic pay.	..
	(7) Cashier-cum-Store-keepers	4	20 per cent. of basic pay.	..
	(8) Clerk-Typists	8	20 per cent. of basic pay.	..
	(9) Motor Drivers	4	20 per cent. of basic pay.	..
	(10) Orderly, Peon and Night Guard	12	Rs. 2	..

(5) Health Department .. (1) Rural Medical Officers		..	2	20 per cent. of basic pay for persons drawing pay of Rs.50 or less : 10 per cent. of basic pay subject to a maximum of Rs.10 for persons drawing pay more than Rs.50.
(2) Sanitary Inspectors	..	1	Ditto
(3) Health Assistant	..	1	Ditto
(4) Vaccinators	..	2	Ditto
(5) Overseer under Chief Engineer, Public Health Engineering.	1	20 per cent. of basic pay.
(6) Sub-Overseer under Chief Engineer, Public Health Engineering.	1	20 per cent. of basic pay.
(7) Mechanics under Chief Engineer, Public Health Engineering.	5	Two get Rs.6 per month. Three get 20 per cent. of basic pay.
(8) Assistant Fitter under Chief Engineer, Public Health Engineering.	5	Three get Rs.5 per month. Two get 20 per cent. of basic pay.
(9) Helper: Peon and Night Guard under Chief Engineer, Public Health Engineering.	12	Rs.1-50nP.

APPENDIX F—contd.

Name of the department.	Name of the post.	Duars and Terai Allowance (per month).			
		Darjeeling.		Jalpaiguri (Duars).	
		Number of posts.	Amount of allowance.	Number of posts.	Amount of allowance.
(6) Forests Department	(1) Divisional Forest Officers	2	12½ per cent. of basic pay subject to a maximum of Rs.37·50nP.
	(2) Deputy Conservator and Assistant Conservator, Buxa, Jalpaiguri and Cooch-Bihar Divisions on pay of Rs.410 and above.	Rs.25 Rs.25.
	(3) Probationary Assistant Conservator of Forests, Buxa, Jalpaiguri and Cooch-Bihar Forest Divisions.	Rs.20 Rs.20.
	(4) Extra Assistant Conservator of Forests.	7½ per cent. of basic pay subject to a maximum of Rs.25.
	(5) Forest Rangers, Deputy Rangers/Foresters in Jalpaiguri and Buxa Divisions as well as in Nilpara, Chilapata, Madarihat and Jaldapara Wild Life Sanctuary of Cooch Behar Division.	10 per cent. of basic pay subject to a maximum of Rs.10.
	(6) Medical Officer, Rajabhatkhawa.	1	Rs.15
	(7) Compounder, Rajabhatkhawa.	1	20 per cent. of basic pay.

(8) Head Clerk, Accountant Clerk-typists of Jalpaiguri and Buxa Divisions.	23	20 per cent. of basic pay.
	9	12½ per cent. of basic pay.
(9) Forest Ranger, Kiln Supervisor and Deputy Rangers (Forester), Siliguri Saw Mill.
(7) Home (Jails) Department.	(1) Sub-Jailor	..	1	25 per cent. of basic pay.
	(2) Head Warders	..	2	25 per cent. of basic pay.
	(3) Warders	..	7	Rs.50
	(4) Sub-Jail Clerk	..	1	12½ per cent. of basic pay.
(8) Co-operation Department.	(1) Inspector	..	2	20 per cent. of basic pay.
	(2) Auditor	..	1	20 per cent. of basic pay.
	(3) Orderlies	..	3	20 per cent. of basic pay.
(9) Land and Land Revenue Department.	(1) Deputy Collector	..	1	Rs. 25
	(2) Sub-Deputy Collector	..	3	Rs.25
	(3) Clerks, Overseers, Drivers, Head Shroff and Shroffs.	20 per cent. of basic pay.
	(4) Process Server, Chainman, Peon.	Rs.2
	(5) Subdivisional Land Reforms Officer.	..	1	20 per cent. of basic pay.
	(6) Junior Land Reforms Officers	..	6	10 per cent. of basic pay.
	(7) Circle Inspectors	..	6	10 per cent. of basic pay.

APPENDIX F—*contd.*

Name of the department.	Name of the posta.	Duars and Terai allowance (per month).					
		Darjeeling.		Jalpaiguri (Duars).		Cooch Behar (Duars).	
		Number of posta.	Amount of allowance.	Number of posta.	Amount of allowance.	Number of posta.	Amount of allowance.
(9) Land and Revenue Department— <i>contd.</i>	(8) Clerk-in-charge (Junior Reforms Officer's Office). Land	6	20 per cent. of basic pay.
	(9) Special Revenue Officer (II)	..	Rs.20	..	Rs.20	..	Rs.20.
	(10) Kanungo I	..	Rs.12.50 nP.	..	Rs.12.50 nP.	..	Rs.12.50 nP.
	(11) Kanungo II	..	Rs.8	..	Rs.8	..	Rs.8.
	(12) Clerks	..	Rs.6	..	Rs.6	..	Rs.6.
(10) Excise Department	(1) Sub-Inspectors	8	One at Lukshan gets Rs.12.50nP. and *others get Rs.10
	(2) Petty Officers	11	Rs.1.50 nP.
	(3) Excise Peons	55	Re. 1
(11) Development Department.	(1) Assistant Engineer (Construction Board).	1	Rs.25.
	(2) Assistant Engineer (Roads)	1	20 per cent. of basic pay.
	(3) Overseers (Roads)	2	20 per cent. of basic pay.
	(4) 4th Grade Clerks (Roads)	2	20 per cent. of basic pay.

(12) Law Department
(District Judges Office).

(1) Clerks	20 per cent. of basic pay.
(2) Process Server and Peon	Rs.1.50 nP.
(3) Sub-Registrars	2	Rs.12.50 nP.		
(4) Clerks	At Mainaguri Rs.4. At Alipurdhars 20 per cent. of basic pay.
(5) Muharrirs	At Mainaguri Rs.3. At Alipurdhars 20 per cent. of basic pay.
(6) Peons	At Mainaguri Rs.1.50 nP. At Alipurdhars 20 per cent. of basic pay.

(13) Education

(1) Sub-Inspectors	12	12½ per cent. of basic pay.
(2) Clerks	20	20 per cent. of basic pay.
(3) Peons	14	Rs.1.50 nP.

(14) Irrigation and Waterways Department.

(1) Employees in Superior Service	..	20 per cent. of basic pay.
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(15) Public Works Department.

(1) Assistant Engineer, Northern Circle.	..	Rs.25
(2) Overseers/Subdivisional Officer	..	20 per cent. of basic pay.
(3) Overseer-Estimators	..	12½ per cent. of basic pay.
(4) Sub-Assistant Surgeon, Gorkhatta.	12½	per cent. of basic pay.
(5) Clerks, Store-keepers, Drivers and Fitters.	..	20 per cent. of basic pay.

APPENDIX F—*concd.*

Name of the department.	Name of the posts.	Duars and Terai allowance (per month).				
		Darjeeling		Jalpaiguri (Duars)		Cooch Behar (Duars)
		Number of posts.	Amount of allowance.	Number of posts.	Amount of allowance.	Number of posts.
(16) Agriculture and Food (a) Subdivisional Office Alipurduar. Production Department.	(1) Accountant	1	20 per cent. of basic pay.	..
	(2) Lower Division Clerk	4	20 per cent. of basic pay.	..
	(3) Peons and other inferior staff	14	Rs.2 per month	..
	(b) Subdivisional Agricultural Marketing Office, Alipurduar—					
	(1) Subdivisional Agricultural Marketing Officer.	1	20 per cent. of basic pay.	..
(2) Market Reporter	(2) Market Reporter	1	20 per cent. of basic pay.	..
	(3) Supervisors	2	20 per cent. of basic pay.	..
	(4) Clerk-Compilers	1	20 per cent. of basic pay.	..
	(5) Orderlies and Peons	2	Rs.2 per month
					

APPENDIX G

(Chapter 7, paragraph 3.)

SCHEME FOR PROVIDING MEDICAL ATTENDANCE SERVICES TO THE GOVERNMENT EMPLOYEES OF WEST BENGAL

1. Introduction

* * * It is most desirable that arrangements for adequate medical facilities be extended to all Government employees and their families, by providing special out-patient services, domiciliary services and, in due course, a special hospital service as well. In the following paragraphs, an analysis of the total load and the minimum amount of facilities that should be provided has been laid down for consideration. The data has been compiled on the basis of the standard statistical figures compiled from experience and facts.

2. Load of work

2.1: *Population Involved.*—From the data available it is estimated that there are about 2 lakhs of Government servants in the State of West Bengal, of which about 60,000 are in Calcutta proper according to the annual statement of State Statistical Bureau (as on 29-2-1959). Taking the family as consisting of 4 persons for each Government servant including himself/herself, the total number involved would be about 8 lakhs in the whole of West Bengal, and 2.40 lakhs in Calcutta proper. Considering the distribution of the population involved, it would appear that there is ample justification for starting a special service for Government servants in Calcutta area, leaving the staff employed in outlying districts and rural areas to be looked after by the normal organisation available with some augmentation of medical staff as explained later. In Calcutta itself, it would indeed be very desirable to provide special facilities by arranging out-patient service, domiciliary service and partial reservation of beds to start with and, later in due course, to have special hospitals for Government servants on the same lines as we would have for insured personnel in the industries as organised by the Employees' State Insurance Corporation.

2.2: *Sickness Load.*—On the basis of the statistical data available, the overall sickness load would be as follows:—

Normal sickness rate: 3 per cent., or there would be about 24,000 persons constantly sick out of a total of 8 lakhs population.

20 per cent. of the sick, or 4,800 persons, would be minor cases requiring little or no treatment.

75 per cent., or 18,000, would be ambulatory cases who would be in a position to attend an out-patient service or the chambers of doctors employed for the services.

The balance of 5 per cent., or 1,200, would need treatment in beds, i.e., would need domiciliary service, and about 5 per cent. of these 1,200 or 60 patients a day would need hospitalisation facilities, since they would require not only intricate treatment including surgical interference but also proper nursing facilities.

As an usual rule, for persons attending out-patient departments as ambulatory cases, 40 per cent. are generally new ones requiring 8/10 minutes' time for each case for examination and prescribing the details of

treatment, and about 60 per cent. of the cases are generally old cases which do not need more than, say, 2 minutes each to check progress and prescribe as to what additional treatment would be necessary for them.

In view, however, that the load of medical attendance requirement in Calcutta will be of aggregated nature, it would require a different type of organisation to give relief as compared to the outlying areas. Taking the population at Calcutta alone, the position would be as under—

Total population involved	2,40,000
Total constantly sick at 3 per cent. sickness rate	7,200
20 per cent. of the sick are minor and do not need any further attention	1,440
75 per cent. ambulatory, who can attend out-patients departments and chambers of doctors	5,400
5 per cent. require treatment in their own houses, or rather, require beds for treatment	360
Of this 360, 5 per cent. normally would require admission to hospitals or, about <i>18 admissions a day</i> would be necessary for providing the minimum hospitalisation facilities to the sick who would require either surgical interference or special nursing or special treatment procedures.			

3. Medical man-power required for providing Out-patients and Domiciliary Services

3.1: In Delhi, where Contributory Health Scheme is in vogue, it has been ascertained that on an average, a General Duty Medical Officer has to look after about 2,800 persons. On that analogy, if 3,000 persons, or about 700 families, are allotted to each medical officer who may be detailed as the family physician of the employees, the load of work for a medical Officer would be as under—

Sickness rate for 3,000 persons at 3 per cent. ... 90 per day.

Of these, 75 per cent. or, say, 70 would be ambulatory and capable of attending either out-patients department of a hospital or clinic or doctors' chambers:

5 per cent. or 5 persons would be such who would require domiciliary attendance in their own homes.

Taking 70 as the number who would be attending the out-patient or clinic service, 40 per cent. of which or, 28, would be new cases and 60 per cent. or 42 would be old cases,—the time taken for the 28 new cases at 10 minutes per case would be 280 minutes, and for 42 old cases at 2 minutes per case would be 84 minutes, or a total time of 364 minutes for both new and old cases. In other words, the medical officer concerned would take a minimum of 6 hours a day to look these cases. In addition to this, he would be required to visit 5 cases in their own houses, and if these persons need more than a day's treatment, he would be required to visit them again and again until they are cured or admitted to a hospital for a more serious condition. Every day the medical officer would have 5 such cases on his hands; how many of them he would have to attend to daily as domiciliary visit, would therefore depends entirely on the severity of the cases and the number of days each would take to get cured.

It has been found that the Contributory Health Service Scheme in Delhi has had a lot of complaints owing to the fact that the number of cases to each medical officer is too many—it is now about 2,800. With a view to improve conditions it is felt that the number will have to be reduced. There is also a tendency, in providing domiciliary service, that even the 20 per cent. minor cases who normally should not require any serious treatment procedures, may also send for the medical officer for domiciliary service, which would mean extra work for Medical Officer.

In view of the above, it can be assumed that 3,000 persons is the maximum load that a medical officer can have on his panel.

For service in Calcutta, where the population is about 2.40 lakhs, there would thus be need for 80 doctors to provide domiciliary service and also out-patients service. This would exclude the services of specialists that would be needed both in the out-patients department or for domiciliary service.

Considering, however, that while attending the out-patients department of a hospital or a clinic, there would be other persons who would be assisting the medical officer, and that there would also be a number of specialists who would take over part of the load, it is felt that, to start with, we may authorise establishment of medical officers at the rate of one medical officer for 4,000 persons. In other words, for Calcutta area, there should be 60 medical officers to assist the out-patients service and also the domiciliary service. At the same scale, for providing domiciliary service in outlying areas for 1.40 lakhs of employees or, with their families, 5.60 lakhs, there would be need for 140 medical officers scattered all over. It would not be fair to consider that the additional load involved for providing domiciliary service to the Government servants should be undertaken and left to the meagre staff that has been authorised for the district and subdivisional and other hospitals in these outlying areas. While calculating the staff for these hospitals, the service now envisaged was not considered. We may, therefore, authorise a number of such medical officers at the district and subdivisional levels based on one per 4,000 population. As regards the Government employees in outlying areas at the periphery beyond the subdivisional level, we may, for the present, consider that the local medical staff at the health centre level may continue to give medical coverage with such augmentation as may be necessary.

For purposes of calculating the overall expenditure in this regard, we may, for the present, consider the establishment of 60 medical officers in Calcutta together with ancillary staff such as Health Assistant, Pharmacists, Nurses, Clerks, Class IV servants, etc. This will be in addition to the normal staff authorised for the O.P.D. of the hospitals or clinics.

As far as the districts are concerned, we may take a rapid census of the number of Government employees in each district and subdivisional headquarters and give staff accordingly. On an average, we may, until details are available, authorise at least 2 in each district headquarter and one per subdivisional headquarters, giving additional staff to larger districts such as Midnapore and 24 Parganas, where the number of persons would be very much more. On the above basis, for the present we may authorise for the outlying districts, 32 medical officers for district headquarters and 31 for subdivisional headquarters. In some of the larger stations, beyond the subdivisional headquarters such as Sainthia, Dubrajpur, etc., where there may be a larger number of Government employees, we may give one additional medical officer attached to the 50-bed health centres which are located in 19 such large places in the whole State.

Therefore, the overall requirement of medical officers would be 142 plus usual reserves for the whole State: 60 for Calcutta, 32 for district headquarters and 31 for subdivisional headquarters, and 19 for stations with 50-bed health centres.

4. Hospital beds required to give minimum coverage to Government employees:

For the present, we may perhaps give this facility in the existing hospitals by reserving a small number of beds for such employees, specially in the paying beds and cabins, in which case a Government servant may be asked to pay 50 per cent. of the cost, as already outlined in the rules. In view, however, that beds for normal citizen are inadequate it would be necessary to provide separate hospital facilities for Government employees.

4.1: Admission per day for overall coverage in the whole State is about 60 per day.

From the data available it appears that discharges from the hospitals occur more or less on the following basis:—

Twenty-five per cent. of the cases are discharged between 7/14 days.

Forty-five per cent. get discharged between 14/21st days.

Fifty per cent. get discharged between 21/28th days.

After the 28th day, practically 100 per cent. of the cases are discharged.

In other words, after the 28th day, as many cases are admitted as are discharged.

On the above basis, to find the stability figure for hospital beds, the following method of calculation may be adopted:—

60 admissions a day: or, number of beds occupied on the 7th day would be: 60×7 :	... 420
Discharges from 7th to 14th day: 25 per cent., or 15 per day: in other words, there would be additional net admission of 45 per day: therefore, the bed-strength on the 14th day would be: $420 + 45 \times 7 = 735$ beds:	... 735
Discharges from 15th to 21st day: 45 per cent., or 25 per day: in other words, there would be additional net admission of 33 patients per day: therefore, bed-strength on 21st day would be: $735 + 33 \times 7 = 966$:	... 966
Discharges from 22nd to 28th day: 50 per cent., or 30 per day: in other words, there would be additional net admission of 30 cases per day: therefore, bed-strength on 28th day would be $966 + 30 \times 7 = 1,176$ or, say	... 1,200 for a population of 8 lakhs.

This figure compares very favourably with the figure at present given for Employees' State Insurance, in which one bed per 800 insured persons is authorised, or in other words, for a population of 8 lakhs on this basis there would be need for 1,000 beds. For T.B. and mental cases and infectious cases, according to scales provided, beds may be provided at

or thousand, or in other words, about 400 beds should suffice. Therefore, the total number of beds required for Government servants including T.B., infectious and general, would be 1,600 in the whole State. This would mean a total bed-strength of 2 beds per thousand for 8 lakhs population.

On the above scale, the total number of beds required for Government servants and families at Calcutta would be 480 for 2-40 lakhs; in addition, the Calcutta hospitals would need beds for those who are sent up from the outlying areas for special type of specialist services; or, in other words, about 700 or 800 beds should be provided in Calcutta for the requirements of the Calcutta population as well as for those in the outlying areas who may be sent to Calcutta for treatment and specialist service. The balance of 800 beds may be scattered in the various outlying areas in the district and subdivisional hospitals—the details of this may be worked out depending on the population of Government servants in each district and subdivision.

5. Transport Facilities:

It is needless to mention that any type of domiciliary service to be effective must have facilities of transport to expedite and ensure the visit by the medical officer to the sick persons. The total number of such transports required on an average would be: 60 at Calcutta (1 per medical officer), one per district (other than Midnapore and 24-Parganas, where two may be provided for each district), and one per subdivision; in other words, there would be need for about 108 vehicles—17 at the district headquarters, 31 for subdivisions and 60 for Calcutta plus 10 per cent. reserve to ensure proper maintenance.

6. Financial Commitments:

The details of financial commitments can be worked out once the policy has been accepted. However, some broad principles of the financial commitments involved may be given for general assessment of the total commitment:

In Delhi, the Contributory Health Scheme, on average costs about Rs.12 per capita excluding cost involved in hospitalisation in Government hospitals, while in the Employees State Insurance it is about Rs.16 to Rs.18 per capita. It is felt that we may, for assessment purposes, consider about Rs.16 per capita as the overall expenditure: most of which we are already spending more or less for giving relief to the people excluding perhaps the cost of staff that would be employed for giving domiciliary service which, at present, is not available.

With each doctor for domiciliary service, an establishment consisting of one Health Assistant, one Nurse, one Clerk, one Class IV servant and one Pharmacist, should be authorised, and also some contingency. For an of drugs, we may assess the expenditure at 50 nP. per day for each patient's Department case attending Out-patients Department service. For special drugs, we may assess on an average Re.1 per head per annum. For admission to hospital we may for purposes of calculation, assess a expenditure of Rs.8,500 per bed per annum; out of that certain amount would be made in view that in the case of paying beds 50 per cent. cost would be recoverable from the Government servant.

In an organisation of this nature, there would also be need for an administrative set-up to control not only the service but also the economic running of the organisation.

Conclusion:

An effort has been made in the foregoing paragraphs to discuss and assess the overall requirement of providing the health services for Government servants and their families in the State of West Bengal. The principles outlined therein provide for an Out-patients' Department service for ambulatory cases and domiciliary service for others.

The scheme is based on the principle of establishing a family doctor with specialist service being made available as and when necessary. In addition, it has also been visualised that in due course there should be special hospitals for the Government servants and the total requirement in respect of medical officers and also the number of beds have also been assessed. The question whether such a service should be provided on a contributory basis or not, needs very careful consideration. In view, however, that full comprehensive service will not be made available in the early stages when domiciliary service, augmented by Out-patients' Department service in the existing hospitals alone will be provided with, perhaps, a few reserved beds for emergency cases. That being the position, it is felt that in the early stages, until the full hospital service is established by construction of special hospitals for Government servants, there should be no charge made on the employees for the services rendered. It may, however, be considered that for domiciliary services visits, a small charge may be levied to act as a sort of deterrent to prevent unnecessary visits. Such charges may be considered at, say, annas 4 to Re.1, depending on the income of the individual. This may be worked out in due course—the maximum of such charges should not exceed Re.1 per visit. This is only with a view to have a deterrent effect to prevent unnecessary calls.